National Competency Standards

For

Video Editor

Introduction

The National Competency Standards are written specifications of skill and knowledge competencies required in a particular trade. The competency standards are developed in collaboration with United Nations Industrial Development Organization (UNIDO), GIZ and National Vocational & Technical Training Commission (NAVTTC).

Industry experts from the relevant industries from different geographical locations across Pakistan were consulted during the development process of these competency standards to ensure input and ownership of all the stakeholders. NAVTTC approves these competency standards on the recommendation of Industry Advisory Group (IAG) for the Information Technology Sector.

The National Competency Standards could be used as a referral document for the development of curricula to be used by training institutions.

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STRUCTURE OF COMPETENCY STANDARDS

Competency Standards are performance specifications that identify the knowledge and competencies an individual needs to succeed in the workplace. A competency standard has the following elements:

Competency Unit

A competency unit is a statement which points to an outcome that employers will value and is observable and assessable. The competency unit is derived during the process of Occupational Analysis and is called 'Task Statement' in a DACUM Chart.

Overview

An overview is a description of the competency standard. It briefly describes the purpose and linkage of the competency unit with a job role.

Performance Criteria

Performance criteria statements set the standard of performance of a task in a job role. It describes 'how well' a task or competency unit is to be performed. It should be observable and written in a measurable term. It is one of the basic criterions for conducting assessment of the performance of a tradesman.

Knowledge and Understanding

Supporting knowledge and understanding statements include the essential knowledge and understanding, covering facts, principles, procedures, processes and methods. These statements cover the basic knowledge and understanding that is required to master a competency unit in an occupation.

Tools & Equipment

All the related tools, equipment and machinery that are required to perform a particular competency unit or task are listed under this heading.

COMPETENCY MAP

A. Collect Related Media Content

A1 Collect Script/Storyboard	**A2** Grab Video	**A3** Grab Audio	**A4** Collect Stock Footage	**A5** Collect Digital Stock Art	

B. Transcode Footage

B1 Mark Basic File Formats	**B2** Convert File Formats				

C. Perform Non-Linear Editing

C1 Import Footage	**C2** Preview Footage	**C3** Perform Labeling & Organizing of Footage	**C4** Handle multiple sequences	**C5** Perform Rough Cut	**C6** Provide Revisions
C7 Perform Color Grading	**C8** Perform Render in required file format	**C9** Export Project	**C10** Convert to external mediums		

D. Perform editing in Adobe Premiere

D1 Perform Mark in & Out tool	**D2** Scrub though Video	**D3** Trim Footage	**D4** Transform Footage	**D5** Cut using Blade tool	**D6** Perform Pen Tool
D7 Operate Timeline Zoom Option	**D8** Apply Effects	**D9** Apply Transitions	**D10** Modify playback speed		
D11 Synchronize Audio	**D12** Adjust Audio Levels & Channels	**D13** Add Basic Titles & Credits	**D14** Operate Export tool	**D15** . Perform Printing to external medium	

E. Perform editing in Final Cut Pro

E1 Perform Mark in & Out tool	**E2** Scrub though Video	**E3** Trim Footage	**E4** Transform Footage	**E5** Cut using Blade	**E6** Perform Pen Tool
E7 Operate Timeline Zoom Option	**E8** Apply Effects	**E9** Apply Transitions	**E10** Modify playback speed	**E11** Synchronize Audio	

E12 Adjust Audio Levels & Channels	**E13** Add Basic Titles & Credits	**E14** Operate Export tool	**E15** Perform Printing to external medium	**E16** Create sub clips	**E17** Working with Freeze Frame and Still images

1. Unit Title: Collect Related Media Content

Competency Unit	Overview	Performance Criteria	Knowledge & Understanding	Tools & Equipment
A1. Collect Script/Storyboard	To obtain the roadmap and understand the basic theme. Form relevancy between the said script and storyboard	*You must be able to:* P1.Read script and compare with storyboard to understand the scope of the project P2. Perform Visualizing / Perceiving P3. Make notes	*You must know and understand:* K1. Competency to read and comprehend the script K2. Knowledge of the key terminologies	• Computer / Editing suite • Stationary
A2. Grab Video	Grabbing / capture footage from the recording medium into the editing suite	*You must be able to:* P1. Check equipment availability and performance P2. Verify patching / connectivity P3. Create project with relevant settings in sync with recorded medium and project workflow	*You must know and understand:* K1. Should know how to operate the software and hardware K2. Should know how to patch /connect	• Computer / Editing suite • Playback medium • Recording / capturing medium

			K3. Should know video types, playback, video standards, medium to medium conversion and formats	
A3. Grab Audio	Grabbing audio from different medium into the editing suite to fulfill requirement and verify audio needs i.e. Natural sound, Music, Narration/voiceover and/or audio sound effects.	*You must be able to:* P1. Check equipment availability and performance P2. Verify patching / connectivity P3. Log and capture (audio only) P4. Preview after capture P5. Import into project If audio is in digital format,	*You must know and understand:* K1. Should know how to operate software for audio editing and necessary hardware K2. Should know to patch / connect K3. Should know audio types, playback, audio standards, project requirements, conversion and formats	• Computer / Editing suite • Audio software (for conversion and recording) • Recording / capturing medium
A4. Collect Stock Footage	To gather footage other than the clips shot by the camera	*You must be able to:* P1. Note keywords for searching relevant stock footage	*You must know and understand:* K1. Knowledge about	• Computer / Editing suite • Required

	for the specific project	P2. Ensure desired quality and resolution of the footage (internet, SD/HD) P3. Utilize appropriate archival software P4. Organize footage in respective folders P5. Preview stock footage in realtime	archival data K2. Knowledge about formats and conversion K3. Access to various sources	software • Connection to external HDD or internet and archival system
A5. Collect Digital Stock Art	Collect photographs, backgrounds, layouts, templates, CG (computer graphics), animated objects, cutouts etc. via internet, archives or scanning	P1. Note keywords from the script to collect artwork where required. P2. Look out for the digital stock art P3. Ensure the resolution of the digital stock art to match with the video specifications of the project P4. Organize the data P5. Preview on timeline to check issues such as alpha etc.	*You must know and understand:* K1. Knowledge about software for digital artwork K2. Resource and access to digital archive and sources K3. Understand formats K4. Understand color systems and their differences.	• Required software E.g. Adobe Photoshop, Adobe Illustrator, Adobe Bridge etc • Connection to external HDD and archival system

2. Unit Title: Transcode Footage

Competency Unit	Overview	Performance Criteria	Knowledge & Understanding	Tools & Equipment
B1. MarkBasic File Formats	This competency is about different file formats for initial assembly, which may be required for matching as per project requirement	*You must be able to:* P1.Note and assess project specification correctly P2. Select material to match work specification. P3. Review files in terms of types, playback, speed, quantity and quality.	*You must know and understand:* K1. Understand basic file formats K2. Knowledge of conversion K3. Problem solving and techniques to achieve project specification.	- Computer / Editing suite - Video editing Software - Conversion software
B2. Convert File Formats	This competency is about converting desired footage to other file formats using conversion software	*You must be able to:* P1. Note and asses project specification correctly P2. Select footage to be converted. P3. Review files in terms of types, playback, speed, quantity and quality. P4. Convert material with appropriate settings of the software	*You must know and understand:* K1. Understand basic file formats K2. Knowledge of conversion software	- Computer / Editing suite - Video editing Software - Conversion software

		P5. Preview conversion real-time		

3. Unit Title: Perform Non-Linear Editing

Competency Unit	Overview	Performance Criteria	Knowledge & Understanding	Tools & Equipment
C1. Import Footage	To import / gather footage to prepare for editing	*You must be able to:* P1. Collect files from relative path P2. Create bin/ folder P2. Import and organize accordingly P3. Adjust pre-render folder P4. Save the project P5. Adjust auto save file path P6. Using appropriate naming conventions for quicker access during editing	*You must know and understand:* K1. Knowledge about Video editing system. K2. Video and Audio file management	• Computer / Editing suite • Video editing Software

C2. Preview Footage	To review and relate footage with the script / story board.	*You must be able to:* P1. Double click the footage and preview in previewing window P2. Check for glitches in footage P3. Checkout for audio / video sync P4. Relate video with the script / storyboard P5. To ensure audio / video quality	*You must know and understand:* K1. Understanding the equipment and software K2. Knowledge about software elements relevant with previewing	• Computer / Editing suite • Video editing Software • External previewing monitor • Scopes • Headphone
C3. Perform Labeling& Organizing of Footage	To organize footage according to the script respectively	*You must be able to:* P1. Perform naming the chunks of footage with respect to the storyboard P2. Give unique names to the footage in a systematic manner for smoother workflow P3. Mark different tapes for multiple camera shots. P4. Counter check the footage to ensure all data is complete	*You must know and understand:* K1. Knowledge about managing bulk information in a systematic way K2. Know about all labeling tools and labeling features of that specific software.	• Computer / Editing suite • Video editing Software • Storyboard

C4. Work with multiple sequences	Synthesizing different sequences to assign every scene with their individual sequence.	*You must be able to:* P1. Create required amount of sequences according to the footage P2. Perform naming of different sequences P3. Drag and Drop the clips to the respective sequence P4. Pre-render / Buffer the sequences	*You must know and understand:* K1. Knowledge about handling sequences on the related software K2. Understanding that sequences contain timeline and CTI (Current Time Indicator)	• Computer / Editing suite • Video editing Software
C5. PerformRough Cut	The process of editing the footage to get rid of unwanted footage	*You must be able to:* P1. Cut footage on timeline P2. Synchronizing Audio / Video P3. Edit Raw footage P4. Create footage using relevant editing technique i.e. butcher cut, sifting, assembly, multiple task etc.	*You must know and understand:* K1. Knowledge of short keys and editing tools K2. Knowledge of editing techniques	• Computer / Editing suite • Video editing Software • Editing tools

C6. Provide Revisions	To assemble the project in its final shape	*You must be able to:* P1. Trim the video according to the script P2. Balance audio levels P3. Balance music levels if required P4. Avoid ripples between two clips P5. Choose audio/ video transitions if required P6. Adjust insertions on different layers P7. Embed graphic layouts on actual video P8. Select Third Party color correcting software	*You must know and understand:* K1. Knowledge about technical terminologies K2. Usage of relevant tools K3. Editing grammar K4. Knowledge about editing techniques	• Computer / Editing suite • Video editing Software
C7. Color Grading	Process of altering and enhancing the color of the motion picture electronically or digitally. To ensure the over exposed or	*You must be able to:* P1. Using the task bar to correct the colors P2. Using the color tools from the bin as required. P3. Pick and drop the related color correction filter	*You must know and understand:* K1. Basic knowledge of color balancing and mixing K2. Knowledge about color tools	• Computer / Editing suite • Video editing Software

	under exposed details of the shots and correct them, in order to enhance the expression of the footage in terms of color.	P4. Using color correction bar in the 3 way color corrector P5. Balancing the colors using 3 way color corrector.		
C8. Render in required file format	A process of creating a video file that contains entire sequential time line in a desired output format using certain codecs	*You must be able to:* P1. Ensure that no clip is offline P2. Select the points of that sequence on the timeline as mark-in and mark-out P3. Select short keys to set mark-in and mark-out P4. Select the desired format per project specification P5. Select the appropriate field i.e. lower filed, upper filed or progressive	*You must know and understand:* K1. Knowledge about editing tools, rendering options K2. Knowledge about broadcasting mediums	• Computer / Editing suite • Rendering cards • Video editing Software

4. Unit Title: Perform editing in Adobe Premiere

Competency Unit	Overview	Performance Criteria	Knowledge & Understanding	Tools & Equipment
D1. Mark in & Out	Mark in and out are used for defining the clip on previewing window which has to be treated or edited	*You must be able to:* P1. Create bin and import visuals P2. Select the desired clip P3. Pre-render visuals P4. Copy/cut the selected clip P5. Acquire the length of the clips	*You must know and understand:* K1. Knowledge about specific keys / menus relevant to this feature	• Computer / Editing suite • Adobe Premiere
D2. Scrub though Video	It provides audio and video output simultaneously while moving CTI (Current Time Indicator) over the clips on the timeline	*You must be able to:* P1. Create a sequence and name it to drag the clips onto the timeline P2. Drag CTI (Current Time Indicator) over the clip on the timeline using the mouse or select left/ right arrow keys to scrub through the clip P3. Ensure the quality of the footage/clip on the previewing medium.	*You must know and understand:* K1. Knowledge about the tools used to scrub through video	• Computer / Editing suite • Adobe Premiere

		P4. Play the footage manually in the desired playback speed		
D3. Trim Footage	To select the required video on your timeline to fine-tune the cut point and adjust the clip duration	*You must be able to:* P1. Double click and select raw footage from project files to preview P2. Select keyboard short keys or mouse to select required clip and drag to timeline P3. Drag to timeline then use cut or trim tool to remove unwanted portions of the raw footage P4. Fine-tune the time durations and audio / video cut points of the footage on the timeline.	*You must know and understand:* K1. Knowledge of short keys and tools K2. Knowledge of editing grammar	• Computer / Editing suite • Adobe Premiere
D4. Transform Footage	This involves changing or modifying the properties of the clip as per project specification like scaling, rotating,	*You must be able to:* P1. Scale / resize frame size of video clip by changing the values of scale P2. Rotate clip by modifying the value of degrees of the clip as per your requirement P3. Change anchor point by	*You must know and understand:* K1. Knowledge of video distortion and pixilated video K2. Understanding of anchor points	• Computer / Editing suite • Adobe Premiere

	changing anchor point, cropping or adjusting opacity	modifying the values of x and/ or y axis. this enables the center/anchor point to change hence modifying the point which the clip could use as reference to rotate or scale P4. Modify the opacity of the clip if required	K3. Knowledge of short keys and cropping	
D5. Cut using blade tool	This task involves knowing how to cut desired footage in a clip. The most basic edit is straight cut, just like using razor blade on a piece of film.	*You must be able to:* P1. Put the desired footage on the timeline P2. Select blade tool P3. Perform cut from mouse click P4. Perform cut via short key without use of selection tool P5. Select the cut points by the current position of CTI (Current Time Indicator)	*You must know and understand:* K1. Understanding of short keys and cutting tool	• Computer / Editing suite • Adobe Premiere

D6. Perform Pen Tool	This tool is used basically for varying the instantaneous levels of video opacity and audio gain of the clip on to the timeline.	*You must be able to:* P1. Select pen tool P2. Mark the first point from where the level have to be varied P3. Mark the end point on the yellow ribbon P4. Move the yellow ribbon between the two yellow marks up and down for adjusting the value.	*You must know and understand:* K1. Basic knowledge of using pen tool K2. Knowledge about video opacity K3. Knowledge of audio gain / level parameters K4. A yellow ribbon on the both A/V gain layers of the timeline represent the continuous level of video opacity and Audio Gain. Pen Tool provides yellow dot to select the range in between two dots, the level can be varied by moving the dots up and down.	• Computer / Editing suite • Adobe Premiere
D7. Operate Timeline Zoom	Timeline zoom provides an option	*You must be able to:* P1. Press "+" key for zoom in	K1. Basic use of keyboard keys	• Computer /

Option	for the editor to preview the work done on the timeline by expanding (zoom in) or squeezing (zoom out). This option is to facilitate the edit or to check and apply cut to cut editing	P2. Press "-" key for zoom out P3. Press "\" back slash for the entire timeline preview.	K.2 Basic knowledge of timeline tools	Editing suite • Adobe Premiere
D8. Apply Effects	Effects are used to transform the Audio and Video by varying through different attributes and elements of the composite Video or audio.	*You must be able to:* P1. Locate the desired effect in effects folder P2. Search the desired effect by typing the keywords into the search bar of the effects allocated bin. P3. Drag and drop the desired effect onto the clip to be enhanced P4. Select the clip and the properties of the acquired effect open into the	*You must know and understand:* K1. Knowledge about the parameters of X and Y axis or coordinates of the video effect parameters. K2. Knowledge about video projection and audio fidelity	• Computer / Editing suite • Adobe Premiere

		effect tab of the preview monitor. P5. Enhance the clip by applying changes into the clip in the effect label of the preview monitor. P6. Render the applied effect and preview		
D9. Apply Transitions	Transitions are the effects in Adobe Premiere used for gradual mix of two clips at the cut point with some creative pattern.	*You must be able to:* P1. Select the edit point of the two clips on the timeline of the sequence P2. Drag the desired transition from the effects folder, and drop it over the cut mark in between two adjusting clips P3. Trim frame wise , the transition as per requirement P4. Adjust the direction of the transition from A -> B to B-> A as per desire P5. Modify the properties of the	*You must know and understand:* K1. Knowledge of transition K2. Adding transition to the cut mark K3. Modifying the properties of the transition K4. Knowledge of default and favorite transitions	• Computer / Editing suite • Adobe Premiere

		transition provision is provided by default.		
D10. Modify playback speed	This tool helps to modify the playback in terms of frame rate, either fast or slow or even reversed.	*You must be able to:* P1. Select the clip, the speed of which is to be modified. P2. Open modify playback speed option P3. Type in the change in percentage of the clip speed, which is 100% by default. P4. Click / check box of the reverse option if the change in direction is required. P5. Close the option window P5. Render the enhanced clip	*You must know and understand:* K1. Knowledge of speed and direction K2. Constant and variable speed parameters. K3. Knowledge about time lapse.	• Computer / Editing suite • Adobe Premiere
D11. Synchronize Audio	Once the clip is in your project, it contains video and audio to form footage. The audio is always	*You must be able to:* P1. Listen thoroughly and calculate the video frames, lagged or advanced according to the speed of audio. If the correction error is +4 frames, drag right the audio layer under the video	K1. Art of identifying the out of sync audio. K2. Have an idea to find the number of frames to be corrected.	• Computer / Editing suite • Adobe Premiere

	synchronized according to the video. In an interview, the lip-synchronization is most important, as the speed of audio is synchronized with the movement of lips of the spokesperson. If the audio synchronization syncs out with the video, the link is broken between these two, to correct such error Sync audio technique is used.	layer. If the error is -4 frames, drag left the audio layer for the correction. P2. Move the video and audio layer to and fro after correction.		

D12. Adjust Audio Levels & Channels	Audio is specified in terms of channels i.e. left or right. Some times more than two channels are also used according to the project scope.	*You must be able to:* P1. Highlight the audio layer of the clip, whom to be adjusted the audio levels. P2. Pick the audio level through mouse pointer or by using the short key in order to level up or down through keyboard. P3. Monitor the change in level attribute in terms of +- db to follow the uniformity in the levels of calibration. P4. Match the audio level of all the audio clips on the audio layers of the timeline in terms of values, to avoid audio jumps. P5. Measure the level of audio on meter	*You must know and understand:* K1. Know how about measuring the audio levels K2. Knowledge of audio matching on the same audio layer K3. Procedures of audio fade in and fade out	• Computer / Editing suite • Adobe Premiere
D13. Add Basic Titles & Credits	Once the editing is completed the titles and credentials are	*You must be able to:* P1. Open title box P2. Create the desired titles or credits	*You must know and understand:* K1. Skills of making or	• Computer / Editing suite

	to be added on to the whole project. These titles may be superimposed or placed on screen as per creative needs using animated titles, 3D, graphics, lower third graphics and ending credentials with applied adjustable parameters such as speed, opacity etc.	P3. Name and save the titles P4. Close the window P5. Drag the saved title from the main bin, and drop it over the video layer. P6. Adjust the title layer as per desire P7. Render the title layer.	creating title K2. Understanding pictures and stock art etc.	• Adobe Premiere
D.14. Operating Export Tool	Once the project is completed after rendering it needs to export in some desired format. The conversion may be in some	*You must be able to:* P1. Apply mark in and out with area selection overhead bar. P2. Open export settings P3. Select the required format P4. Apply the file output name P5. Check export audio option	*You must know and understand:* K1. Knowledge about the file formats K2. Knowledge about compression. K3. To measure disk	• Computer / Editing suite • Adobe Premiere

	formats other than the native format, like mp4, mpg, mov etc.	P6. Click export	formats and file system. K4. Know how about video formats	
D15 Perform printing to external medium	If the project needs to be exported onto an external media like digital magnetic tapes or through real-time DVD writers, it needs 'export tape' tool.	*You must be able to:* P1. Apply Mark in and out with area section overhead bar P2. Check output deck (VTR) availability and patching P3. Check project integrity for no clip offline or un-rendered errors. P4. Check export P5. Insert tape in VTR tape intake P6. Rewind the tape (cassette) P7 Apply CTL and blue background through interval color generator P8. Adjust audio levels of the project on VTR by going 1 Kc as a reference 0db P9. Start recording by pressing record and play button at a time P10. Preview / monitor the project during tape recording	*You must know and understand:* K1. Inters tape	• Computer / Editing suite • Adobe Premiere

5. Unit Title: Perform editing in Final Cut Pro

Competency Unit	Overview	Performance Criteria	Knowledge & Understanding	Tools & Equipment
E1. Mark in and out.	In and out points allow you to define a specific portion of a clip or sequence for editing, deletion, copying, and paste and so on a mark in the first frame of the clip to be edited in	*You must be able to:* P1. Double check in the sequence in the browser to open it on the timeline. P2. Choose mark and (or press I) to set an In point in the sequence. P3. Move the play head several seconds later in the time line. P4. Choose mark out (or press O) to set and out point in the sequence.	*You must know and understand:* Specify where a clip should be placed in your sequence and to select a section of a clip for editing, copying, pasting or any other operations.	• Computer / Editing suite • Final Cut Pro

	the sequence. A mark out specifies the last frame of the clip to be used.			
E2. Scrubbing through video	The purpose is to preview audio and video in instantaneous manner. Either is used for the purpose of previewing audio levels or previewing video quality or rechecking the sequence of clips	*You must be able to:* P1. Scrubbing of audio layer reveals the levels of audio and to analyze it. P2. Rechecking the initial and final frames of the audio. P3. Analyze the playback speed. P4. Preview Quality of through scrubbing. P5. Preview Quality of video. P6. Observe ripples which can also be done by scrubbing P7. Recheck Initial and final frames.	*You must know and understand:* Frame editing knowledge is must.	• Computer / Editing suite • Final Cut Pro
E3. Trim footage	Precision adjustment (anywhere from one frame to several seconds). Adjusting clip duration by much	*You must be able to:* P1. Choose sequence using command 7 P2. Double click an edit point in the line with the selection, Ripple or Roll tool. P3. Click an edit point or drag around one	*You must know and understand:* K1. Linked selection – make sure that clip items that refer to same media	• Computer / Editing suite • Final Cut Pro

	larger amount, you are still trimming.	or more edit points using the editing selection tool.	files are linked together when editing is being done on the timeline. K2.lining up the edits with other items in the sequence by turning on the snap tool. K3. Lock tracks – to prevent unwanted changes in the sequence of finalize clips or those clips which would be edited later. K4. Press command key to make small changes to edit points or cliffs.	
E4. Transform footage	This enables the modification of attributes/properties of a clip's digital art as per project specification. Such as position, scaling, rotation, anchor	*You must be able to:* P1. Double click on the clip which is placed on the timeline to activate fax control table. P2. Select Effects control tab. P3. Change the designed values of scale as required. P4. Change the desired values of position	*You must know and understand:* K1. Understanding the basic attributes of the clip as provided by the editing software. K2. Understanding the effects resulting from	• Computer / Editing suite • Final Cut Pro

	point/center point and opacity.	as required to position the clip on the frame with respect to another point. P5. Change the desired value of quotation as required to rotate the clip on the frame with respect to another point. P6. Change the desired value of opacity as required modifying the transparency of the clip.	changing the values of the attributes of the clip.	
E5. Use blade cut/ razor	Basic editing tool to start the editing, it is used to have a straight cut on the video to help you in the editing process.	*You must be able to:* P1. Put sequence or footage on the time line. P2. Make cut with the razor blade tool P3. Make cut pressing Control-V	*You must know and understand:* Understanding of start key training tools of FCP.	• Computer / Editing suite • Final Cut Pro
E6. Pen tool	The pen tool is used to refine the attributes of video and audio layers, on a detail frame level	*You must be able to:* P1. Change the opacity of videos on the key frame level for either creating purpose or editing purpose P2. Change the level of audio to a certain extent either of fade in or fade out proposes	*You must know and understand:* Information of key frame level editing	• Computer / Editing suite • Final Cut Pro
E7. Zoom tools	Changing the size of	*You must be able to:*	*You must know and*	• Computer /

	time line is necessary to either have over view of the whole project at large or the editing of the clips at frame level	P1. Choose zoom-in or relevant shortcut keys to such extent where editing can be done even at frame-to-frame level. P2. Choose zoom-out or relevant shortcut keys to such extent where the whole project can be viewed, also for the positioning of layers can be done at this level.	*understand:* Working with multiple layers. Frame level editing Basic editing technique	Editing suite • Final Cut Pro

E8. Applying Effect	Applying effect provide to process and modify the visual content to your clips or footage. Modify and enhance clips in various ways.	*You must be able to:*
		P1. Select one or more clips in the timeline, drag a filter from the Effects tab of the browser to one of the selected chips in the timeline.
		P2. Choose Effect from the sub menu
		P3. Open a sequence clip in the viewer.
		  • Choose Effects > Video Filters then choose a filter from sub menu
		  • Drag a filter from the Effect tab of the browser directly into viewer.
		P4. Select the range Selection tool in the
			You must know and understand:
			Using video filter in different ways. Installing and managing video effect. Applying a filter to a clip. Copying and pasting a clip effects or filter.
				• Computer / Editing suite
				
				• Final Cut Pro

		tool plotter. P5. Drag across the part of the clip to which you want to apply the filter P6.Apply filter to one at the time		
E9. Applying transition	A transition is a visual effect to change video from one clip to another in a specific manner	*You must be able to:* P1.Start on the cut: Chose this alignment if you want the last frame of the outgoing clip to be fully visible before the transition beings P2.Chose this alignment if you want the cut point between the two clips to be mid-point in the transition P3. Use this alignment if you want the first frame on the incoming clip to be fully visible P4.Select an edit point between two video clips position on time line plan head of the designed edit point then previous P5.Control_click and edit point between two clip in the time line then choose add transition from the short cut menu	*You must know and understand:* Adding transition, moving copying and deleting transition, modifying transition in the timeline, working with default	• Computer / Editing suite • Final Cut Pro

E10. Modifying play back speed	Default speed of all clips is 100% Slow motion : Speed index 100% Fast motion :speed over 100% Variable speed: Speed changes over time using shaping feature	*You must be able to:* P1.Perform fit to fill edit in the time line set sequence in and out to the part of your sequence you want to fill P2.Make sure that the correct destination track are set in the time line P3.Open the clip in the viewer P4.Drag the clip from the viewer to refit to fill P5. Modify Constant speed I. Select on clip in the time line or move the play head over the clip in the time line II.Chose modify speed or press cancel III.Control click the clip, then choose speed from shortcut menu IV.Select speed option from the effect you want to the click ok	*You must know and understand:* Knowledge about speed basic constant and visible speed setting	• Computer / Editing suite • Final Cut Pro • Keyboard modifier for variable speed adjustment fit to fill edit shot key
E11. Sync audio	Working on varying the audio according to the video	*You must be able to:* P1.Drag this line up or down to change the sound levels P2.Select Level slider to adjust volume of the currently selected audio clip	*You must know and understand:* K1. Knowledge about using waveform display K2. Knowledge about	• Computer / Editing suite • Final Cut Pro

		P3. Adjust the level of the key frame at the current position of the play head	editing audio in the timeline	
		P4. Add a new key frame to the level overlay and adjust it to the new level	K3. Knowledge about audio control in the viewer	
		P5. Hold down the command key while dragging the level slider to adjust the audio level with more precision.		
E12. Adjust Audio Levels and Channels	Control audio levels on the line using audio mixer. You can make adjustments to multiple clips at once, as well as add key frames to automate mixing levels over time.	*You must be able to:* P1. Open sequence on the timeline then chose sequence P2. Click timeline options tab, then select the show key frames over lays check box you can also select the audio overlays control over the timeline. P3. Select the clip overlays control at the bottom of the timeline to display overlays. P4. Drag the audio level overlay up or down to adjust the audio level. P5. Use pen tool platter for the adjustment of audio levels.	*You must know and understand:* K1. Knowledge about Adjusting audio levels on the timeline K2. Knowledge about Pairing audio on the timeline K3. Knowledge about Adjust clip audio level using key frames.	• Computer / Editing suite • Final Cut Pro
E13. Add Basic	Titles including	*You must be able to:*	*You must know and*	• Computer /

| titles and credits | opening and closing credits and titles used in the lower part of the screen. You can create titles and credits with in final cut pro with text generators | P1. Click the video or audio tab in the viewer, then choose a text generator pop-up menu. Alternatively you can also double click text generator in the effects tab.
P2. Click the contact tab In the viewer.
P3. Type the text that will appear in your movie.
P4. Set your destination track In your sequence in the timeline
P5. Set the sequence or clip in and out points.
P6. Click a video tab in the viewer then drag the clip from the viewer to the timeline | *understand:*
K1. Installing required software.
K2. Knowing how to make sure titles fit on screen
K3. Knowledge of using text generator on FCP (Final Cut Pro) | Editing suite

• Final Cut Pro |
| **E14. Operate Export Tool** | After editing is done, the desired format for the purpose of broadcasting is achieved by export tool | *You must be able to:*
P1. Specify the initial editing points of the sequence.
P2. Observe for any ripples.
P3. Specify the desired format, frame rate, codecs and the quality of the project. | *You must know and understand:*
K1. Knowledge about the video formats
K2. Knowledge about the transition requirements | • Computer / Editing suite

• Final Cut Pro |

		P4. Specify the path to export. P5. Review the exported project	regarding fields. K3. Know how about frame size, frame rate and codec software	
E15: Print to tape	This task enables the user to save the final work on tape or DVD or any external medium	*You must be able to:* P1. Select 'Print to tape' to enable options to initialize printing final edited content top tap P2. Change, appeared options such as color bar, blank and values for duration to precede the final content and be used in the end P3. Check if VTR is connected and connections are established. P4. Queue tape manually to selected time code or allow FCP to queue to selected time automatically. P5. Allow software to print the content to tape	*You must know and understand:* K1. Know how to connect VTR and equipment K2. Knowledge of specification of project and delivery medium and requirements.	• Computer / Editing suite • Final Cut Pro • VTR / Recording Medium
E16: Create sub clips	Sub clips allow you to work more easily with lengthy media	*You must be able to:* P1. Open a clip in the viewer P2. Set in and out points	*You must know and understand:* K1. Know how to use short	• Computer / Editing suite • Final Cut Pro

	by breaking up a single clip into many smaller pieces.	P3. Choose Modify > Make sub clip. Press command + U P4. Find the frame you want to match P5. Chose view match frame and press option Command + F P6. Create marker in a clip and then turn into sub clips	keys i.e. Command – U, Command + F etc. K2. Possess techniques for breaking larger clips into sub clips	
E17: Working with Freeze Frame and Still images	Still images and freeze Frame are used as placeholder graphics during editing as background images for multilayer composition, provide continuity when no video is available	*You must be able to:* P1. Make sure the frame you want for a freeze frame is displayed in the viewer. P2. Choose modify make freeze frame (Shift + N) P3. Add the freeze frame from the viewer to the timeline P4. Drag the Freeze Frame from the viewer to the timeline. P5. Drag the frame to the browser to create a master clip. P6. Create graphic with the correct frame size	*You must know and understand:* K1. Knowing how to Create freeze frames, using still images and graphics in your sequence, exporting still images	• Computer / Editing suite • Final Cut Pro

6. Unit Title: Communicate with other

Competency Unit	Overview	Performance Criteria	Knowledge & Understanding	Tools & Equipment
F1. Build relations with customers	This unit of competency is designed to build good relationship with customers.	P1. Offer after sales services. P2. Update customers with new products. P3. Kind and honest with customers. P4. Be polite with customers in dealing. P5. Keep record of customers. P6. Share details of new products with customers.	*You must know and understand:* K1. Maintaining data of related customers. K3. 4Ps and 4Cs of customers.	1. Data of customers 2. Mobile 3. Computer 4. Reference 5. Chambers
F2. Supervise workers	This unit of competency is designed to manage the workers and other personnel that can help in improving work quality and quantity.	P1. Perform the duty with other team members. P2. Supervise the work and achieve targets in minimum time. P3. Give clear direction to workers. P4. Check efficiency of workers/ team members. P5. Motivate the workers in order to enhance the efficiency of workers. P6. Make work environment comfortable for workers. P7. Evaluate workers on the basis of	*You must know and understand:* K1. Assigned task K2. Management skills K3. Leadership qualities K4. Being team leader	1. Notice board 2. Schedule 3. Web portal

		performance.		
F3. Follow instructions from seniors	This unit of competency deals with following instructions of the seniors to perform proper job.	P1. Seek guidance from seniors. P2. Follow the instructions from seniors. P3. . consult seniors in case of emergency.	*You must know and understand:* K1. Knowledge of seniors to enhance the efficiency of products. K2. Senior suggestions and instructions.	1. Family members 2. Friends of family members. 3. Senior businessmen from different chambers 4. Senior government officials.
F4. Establish linkage with suppliers.	This unit of competency is to develop good relationships and linkage with raw material suppliers.	P1. Keep good relationships in order to supply material in time. P2. Maintain record of the suppliers. P3. Identify relevant suppliers.	*You must know and understand:* K1. Supply chain management. K2. Maintaining record of suppliers.	1. Record register 2. pen