

**Specification of Competency Standards**  
**for the Information & Communications Technology Industry**  
**Unit of Competency**

Functional Area - Operations Management

Title	Select digital video capturing device
Code	107975L3
Description	This unit of competency applies to all Digital Media Technology (DMT) practitioners in the digital video production work. Most video capturing device share similar feature, taking video (input element) from some external device and transform into an editable format (output element). However, it is not easy as it sounds, there are many factors the practitioner needs to consider before selecting a suitable capturing device. The capturing device can be an external device or an internal (within the computer) add on captured card. The video may be analog or digital. The selection task, in this UoC, implies making a recommendation rather than performing purchasing.
Level	3
Credit	3
Competency	<p>Performance Requirements</p> <p>1. Knowledge for selecting digital video capturing device</p> <ul style="list-style-type: none"> <li>• Good communication skills to liaise with vendors and suppliers</li> <li>• Possess good knowledge of video capture concept and techniques</li> <li>• Possess good equipment sourcing and evaluation techniques</li> <li>• Possess basic knowledge of the organisation's sourcing policies</li> </ul> <p>2. Select digital video capturing device</p> <ul style="list-style-type: none"> <li>• Comprehend the video capture work requirements which determines the output element of capture process, factors including: <ul style="list-style-type: none"> <li>○ Required output media type</li> <li>○ Compression details</li> <li>○ Any enhancement required</li> </ul> </li> <li>• Gather the source video information which is the input element of the capture process such as: <ul style="list-style-type: none"> <li>○ The format (analog or digital)</li> <li>○ Video player's output connection ports (composite, s-video, firewire, HDMI, etc.)</li> </ul> </li> <li>• Determine and define a list of features required and a list of optional features required from the capturing devices, such as but not limited to the following: <ul style="list-style-type: none"> <li>○ Capture resolution</li> <li>○ Capture speed</li> <li>○ Data transfer rate</li> <li>○ Compression capabilities</li> <li>○ Editing functions</li> <li>○ Multiple screen viewing functions</li> <li>○ Connection compatibilities/capabilities for connect to external devices</li> <li>○ Cost</li> </ul> </li> <li>• Determine and understand organisation sourcing policies that influence sourcing decisions, policies include: <ul style="list-style-type: none"> <li>○ Compliance</li> <li>○ Security</li> <li>○ Standard suppliers</li> </ul> </li> <li>• Use different channels to source suitable capture that matches the defined feature list, sources include: <ul style="list-style-type: none"> <li>○ Internet</li> <li>○ Suppliers</li> </ul> </li> </ul>

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	<ul style="list-style-type: none"> <li>• Formulate a list with comparison features and price of suitable devices that matches featured list and complied with the organisation's sourcing policies for approval</li> </ul> <p>3. Exhibit professionalism</p> <ul style="list-style-type: none"> <li>• Be updated with new video capturing technologies and trends and taking into these factors into consideration when sourcing for capturing equipment</li> <li>• Always adhere to the organisation policies and guidelines when sourcing and purchasing equipment</li> </ul>
Assessment Criteria	<p>The integrated outcome requirements of this UoC are the abilities to:</p> <ul style="list-style-type: none"> <li>• Determine the requirements of the input and output elements of the video capture work</li> <li>• Define a complete list of required function and features that is required from the sourcing capturing device</li> <li>• Source and produce a comprehensive comparison list with recommendations that fulfill all required factors</li> </ul>
Remark	