

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

Functional Area - Operations Management

Title	Compile clips to form digital video sequence
Code	107976L3
Description	This unit of competency applies to all Digital Media Technology (DMT) practitioners in the digital video production work. A very important part of post-production in Digital Audio Visual (DAV) production is to assemble all the clips and form a continuous video. The joining of nonlinear clips are easy, but to deliver the expected effects and outcome of the final video will need to understand the thoughts of the script, storyboard and various stakeholders to ensure the assembling process has delivered the expected results.
Level	3
Credit	3
Competency	<p>Performance Requirements</p> <p>1. Knowledge for compiling clips to form digital video sequence</p> <ul style="list-style-type: none"> <li>• Possess literacy skills that can read and interpret project plans, scripts, storyboards, requirement specifications, etc.</li> <li>• Possess detailed knowledge on invisible cut (continuity) and visible cut (discontinuity) editing techniques</li> <li>• Possess good knowledge and experience of digital video editing and enhancement techniques</li> <li>• Possess good knowledge and able to operate different video editing software</li> </ul> <p>2. Compile clips to form digital video sequence</p> <ul style="list-style-type: none"> <li>• Comprehend work order to determine compilation work requirements and perform preparatory for the editing work, including but not limited to the following: <ul style="list-style-type: none"> <li>○ Acquire all the reference material (storyboard, scripts, editor's note, etc.)</li> <li>○ Video clips</li> <li>○ Setup of editing environment (hardware and software)</li> <li>○ Backup additional copy of the video clip</li> </ul> </li> <li>• Analyse the reference materials to determine the visual effect that should create after joining of clips. From the analysis, certain clips may require further trimming or splitting and reordering. Trimming and splitting may require audio adjustment too</li> <li>• Import the video clips into the "timeline" of the editing software. Perform format conversion of video clips, if they are not in the matching editing format</li> <li>• Ensure joining of clips maintains the continuity or discontinuity effect of the video without creating "disruption point" that affect the story flow unless it is intended by the script or storyboard</li> <li>• On completion of assemble edit, review and fine tune edit to produce a fine cut, including trimming and adjusting duration of joined clips, etc.</li> <li>• Export and save the fine cut in required format and package with appropriate documentation for work sign off</li> </ul> <p>3. Exhibit professionalism</p> <ul style="list-style-type: none"> <li>• Apply industry best practices and use current editing technologies to assemble all required clips and deliver a fine cut that matches the expectation of stakeholders</li> </ul>
Assessment Criteria	<p>The integrated outcome requirements of this UoC are the abilities to:</p> <ul style="list-style-type: none"> <li>• Grasp the assembling work requirements and prepare the work environment to ensure the editing work were not hindered or delayed</li> </ul>

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	<ul style="list-style-type: none"><li>• Analyse reference materials and proactively consult stakeholders to comprehend the storyline which affects the result of the fine cut when fine tuning the assembled and rough cut, including the order of clips, the overall duration of the video</li><li>• Maintain and enhance the continuity of storyline and effects after clips have been joined</li></ul>
Remark	