Functional Area - Operations Management

Title	Convert non-digital media to digital format
Code	108010L2
Description	This unit of competency applies to all Digital Media Technology (DMT) practitioners who convert non digital media to digital format in their work place. There are many scenarios where conversion of non-digital media to digital format is required which involves complex technical knowledge, skills and decision making. But this UoC is concerned with the DMT personnel following work orders and operate appropriate conversion tools to convert the non-digital media to a required digital output format.
Level	2
Credit	3

Competency	Performance Requirements
	1. Knowledge for converting non-digital media to digital format
	
	• Possess literacy skills to comprehend work orders
	• Possess basic knowledge of digital media compression techniques and its after effects
	• Possess knowledge of operating digital media conversion tools
	• Understand the organisation's digitisation work flow and procedures
	
	2. Convert non-digital media to digital format
	
	• Comprehend and clarify conversion requirements and order
	• Comprehend the organisation's digitisation workflow for conversion of non-digital media to digital format
	• Collect and assess non-digital contents regarding:
	    o Type (e.g. tape, cassette, film, hard copy of image, etc.)
	    o Condition of the non-digital media (e.g. excellent, good, damaged, etc.)
	    o Format (e.g. 35mm, negatives, photograph, sketches, etc.)
	• Identify a suitable conversion tool and prepare any necessary equipment for the conversion task, such as:
	    o Scanner for image conversion
	    o Video capture equipment, video camera and recorder
	    o Audio conversion
	• Perform the digitisation process with appropriate conversion tools that can produce the required output
	• Perform quality control to ensure the output satisfies the required quality, such as:
	    o Visual checks on output colour, no missing items, etc.
	    o The conversion did fully complete
	    o Captured at the required resolution
	    o Compressed with correct compression technique
	• Complete metadata labeling of the newly converted digital file in accordance with the organisation's standard
	• Package and store non-digital media content in accordance with the organisation's procedures
	
	3. Exhibit professionalism
	
	• Being updated with the industry's conversion tools and digital media standards
	• Endeavour to complete the required job to the highest quality and complied with the organisation's standards

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Assessment Criteria	The integrated outcome requirements of this UoC are the abilities to: • Comprehend the requirements of the conversion and select the correct conversion tools for the job • Convert the non-digital media to digital format successfully • Perform quality control check on the output of the conversion process to ensure it meets the specified work requirements • Complete the after conversion procedures in accordance with the organisation standards
Remark	