

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

Functional Area - Operational Management

Title	Prepare for live video and audio capture
Code	111119L3
Range	This UoC concerns the competence for preparing the video and audio capturing of a live event, identifying the appropriate audio and video equipment and media, and understanding the limitations of the capturing equipment and process.
Level	3
Credit	6 (For Reference Only)
Competency	<p>Performance Requirements</p> <p>1. Knowledge for preparing for live video and audio capture</p> <ul style="list-style-type: none"> <li>• possess good knowledge of production workflows</li> <li>• possess good administrative skills and experience in managing different production stages and workflows</li> <li>• identify the appropriate audio and video equipment and tools</li> <li>• able to operate live video and audio capture hardware and software</li> <li>• understand the networking requirements for the live video and audio exercise</li> <li>• aware of potential limitations</li> <li>• possess good knowledge of the organisation standards and procedures on metadata for digital resource management</li> </ul> <p>2. Prepare for live video and audio capture</p> <ul style="list-style-type: none"> <li>• comprehend the project brief to grasp the live capture requirements, included but not limited to the following: <ul style="list-style-type: none"> <li>○ Determine what content is needed to capture</li> <li>○ Determine the digital requirements for the next stage of post-production work <ul style="list-style-type: none"> <li>▪ Where is it used:Internet/Web/Social media used,Further editing/storage and Streaming</li> <li>▪ Compression bitrate/Streaming quality</li> <li>▪ Type of CODEC for viewing/playback</li> <li>▪ Latency, accessibility and capacity of the media</li> </ul> </li> </ul> </li> <li>• plan the live capture work</li> <li>• organise the captured contents in accordance with the project and organisation standards including: <ul style="list-style-type: none"> <li>○ Naming</li> <li>○ Batch and sequence of work</li> <li>○ Location</li> <li>○ Storage</li> </ul> </li> <li>• commission and set up the appropriate hardware and software for the live capture, ensuring it can support the capturing requirements</li> </ul> <p>3. Exhibit professionalism</p> <ul style="list-style-type: none"> <li>• apply industry best practices for live video and audio capturing and to ensure the preparation work is of the highest standard, meeting the organisation and industry standards</li> </ul>
Assessment Criteria	<p>The integrated outcome requirements of this UoC are the abilities to :</p> <ul style="list-style-type: none"> <li>• comprehend the production brief and understand all the requirements in preparation for the live video and audio capture process</li> </ul>

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	<ul style="list-style-type: none"><li>• follow the organisation metadata standards and procedure to organise the contents before and after the capture process</li><li>• prepare the hardware and software correctly and effectively to enable no hindering of the capture process</li></ul>
Remark	