OCR
Oxford Cambridge and RSA

Unit Title:	**Video software**
OCR unit number:	75
Level:	2
Credit value:	3
Guided learning hours:	20
Unit reference number:	M/502/4393

Unit purpose and aim

This is the ability to use a software application designed to record and edit video sequences.

This unit is about the skills and knowledge needed by an IT User to select and use a wide range of intermediate video software tools and techniques to record and edit video sequences that are at times non-routine or unfamiliar. Any aspect that is unfamiliar may require support and advice from others.

Video software tools and techniques will be defined as 'intermediate' because:

• the software tools and functions involved will at times be non-routine or unfamiliar;

• the choice and use of input, manipulation and output techniques will need to take account of a number of factors or elements at times be multi-step;

• the user will take some responsibility for inputting, manipulating and outputting the information.

Learning Outcomes	Assessment Criteria	Examples
The learner will: 1 Use video hardware and software to capture sequences	The learner can: 1.1 Identify the combination of input device and video software to use to capture information, to avoid any compatibility issues 1.2 Select and use an appropriate combination of input device and video software to record sequences 1.3 Describe the impact file size and file format will have on saving sequences 1.4 Identify when to use different types of information coding and compression 1.5 Store and retrieve sequences using appropriate file formats	Input devices: Webcam, video camera, microphone, Dictaphone, mobile phone; Input techniques: Copy and paste, screen grabs/shots, file download (e.g. connect USB lead, drag and drop) File format: Supported by the software used (e.g. mpeg, png, wmv, quicktime Store and retrieve: Files (e.g. create, name, open, save, save as, print, close)

Learning Outcomes	Assessment Criteria	Examples
	and compression, in line with local guidelines and conventions where available	
2 Use video software tools and techniques to combine and edit sequences	2.1 Identify the sequences to add, keep and remove 2.2 Select and use appropriate video software tools to mark-up and edit sequences 2.3 Organise and combine information for sequences in line with any copyright constraints, including across different software 2.4 Describe how copyright constraints affect use of own and others' information	Sequence: Specially recorded, existing; short (e.g. less than 2 mins), mode (e.g. b&w) Combine information: Audio or video clips into presentations; Techniques: Copy and paste, insert, screen grabs/shots; Forms of information: moving images, sound (e.g. spoken word, music, sound effects) Copyright constraints: Effect of copyright law (e.g. on music downloads or use of other people's images), acknowledgment of sources, avoiding plagiarism Audio and video problems: High or low contrast, volume
3 Play and present video sequences	3.1 Describe the features and constraints of playback software and display devices 3.2 Select and use an appropriate combination of video playback software and display device to suit the file format 3.3 Identify the settings which could be adjusted to improve the quality of presentations 3.4 Adjust playback and display settings to enhance the quality of the presentation	Display device: PC, laptop, video camera, Dictaphone, mobile phone, handheld audio or video device (e.g. mp3 player, iPod) Adjust playback and display settings: Start, stop, fast forward, rewind, pause, volume, contrast, brightness, thumbnail, quarter screen, full screen

Assessment

All ITQ units may be assessed using any method, or combination of methods, which clearly demonstrates that the learning outcomes and assessment criteria have been met. Assessments must also take into account the additional information provided in the unit Purpose and Aims relating to the level of demand of:

- the activity, task, problem or question and the context in which it is set;

- the information input and output type and structure involved; and

- the IT tools, techniques or functions to be used.

See the Assessment and postal moderation section of the ITQ Centre Handbook.

Evidence requirements

Candidates must complete the Evidence Checklist for this unit without any gaps. Individual unit checklists are available to download from the qualification webpage (see forms).

Guidance on assessment and evidence requirements

Please refer to the ITQ centre handbook on our webpage.

Details of relationship between the unit and national occupational standards

This unit maps fully to competences outlined in IT User National Occupational Standards version 3 (2009).