

## Overview

This Standard involves the creative and technical audio and video editing skills needed to turn recorded material into a finished product for use on different platforms. Whatever the intended use of the material it should be edited in a way that meets the requirement of the brief and to engage its intended audience.

Where the end product is a piece of audio or video journalism the editing may often involve simplifying complex material to tell a story that can be understood without ambiguity by viewers and/or listeners.

This involves understanding the techniques of editing and being aware of different editing systems and demonstrating competence with whichever editing system you are using.

This Standard also involves, recognising errors (both technical and editorial) and the need for changes, and knowing how to carry them out.

This Standard is for those who edit audio and/or video material

## Performance criteria

- You must be able to:*
- 1 Ensure sufficient material of the required standard is recorded
  - 2 Review the brief in light of the material gathered, and decide whether changes in value, treatment, or writing are required
  - 3 Where necessary, recognise and seek advice about legal, regulatory, and ethical issues
  - 4 Detect and correct technical errors, retaining the essential content of the original clean copy
  - 5 When editing audio, eliminate unexpected sounds, feedback, echo, hiss, and distortion, using appropriate noise reduction techniques and equipment
  - 6 Select audio or video footage emphasising the strongest material and disposing of the weakest
  - 7 Select natural sound that helps to tell the story for audio
  - 8 Select shots and images to allow the pictures to tell the story for video
  - 9 Ensure that voice-overs are accompanied by appropriate pictures
  - 10 When necessary, change the sequence of the material gathered giving due consideration to the dangers of misrepresentation
  - 11 Break down complex material, presenting it in a simple way
  - 12 Integrate material from different sources where appropriate
  - 13 Add music, sound effects, visual effects, graphics, infographics, data or material from other sources, where required to enhance the production

14 Cut material to agreed durations

15 With relevant colleagues, recognise and resolve any problems in the proposed purpose, content, or treatment of material, taking into consideration target audience, distribution platforms and where relevant, time of broadcast

16 Deliver the edited material or story, and completed documentation, to satisfy the brief, and to meet the deadline

17 Present material in an appropriate style and format for the distribution platform

## Knowledge and understanding

- You need to know and understand:*
- 1 Current legislation relating to: copyright and intellectual property, data protection, privacy and freedom of expression, defamation, equality and discrimination, obscenity, photography of children
  - 2 The law relating to health and safety , including hazards and risks in the workplace and your own job, how to assess them and the action to deal with them
  - 3 Your business or organisation's systems and procedures used to enable the work to be undertaken
  - 4 Your business or organisation's current methods of recording image data including the use of keywords, and its future strategy
  - 5 the brief for the assignment, the way the material is to be used and the particular requirements in terms of style and/or editorial content and target audience
  - 6 the differing styles and formats used by different platforms, outlets and media organisations
  - 7 The legal, ethical, regulatory, commercial, health and safety, and security restrictions which might affect the editing of the story
  - 8 What licences, clearances, and permissions may be required, particularly with regard to and including consideration of copyright, contact, and use of music and how to obtain them
  - 9 The basic concepts and techniques of audio and video editing
  - 10 How to use natural sound, music and sound effects to help tell a story
  - 11 How to construct a sequence and tell a story using pictures

- 12 The type and variety of material you need to make editing simple and straightforward
- 13 When additional audio materials, images, graphics, infographics, data or video materials may improve the delivery of the story
- 14 Different editing methods
- 15 How to correctly operate a variety of industry standard editing systems
- 16 The importance of user screen breaks to maintain the quality of the edit
- 17 The required technical delivery format for the material
- 18 The implications of the delivery platform
- 19 Health and safety regulations relevant to your work environment, in particular, those relating to computer workstations and the manufacturers' health and safety requirements
- 20 The codes of ethics/conduct applied by professional institutes and trade associations
- 21 Relevant guidelines and best practice

Edit audio and video material for journalistic use

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**Originating Organisation** Screen Skills (formerly Creative Skillset)

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**Suite** Journalism

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