

Overview

This Standard is about recording effective audio and video material, in a studio or on location for use on different platforms.

The end product may range from promotional and marketing material to video journalism. This involves preparing for a shoot and selecting and using the correct equipment and recording techniques, to record audio and video from a variety of sources, in the required format and to the required quality and standard.

It is about identifying and dealing with equipment failures and breakdowns and ensuring that equipment is secure and prepared for use.

This Standard applies to those who create audio and video material.

Performance criteria

You must be able to:

1. check that you have been fully briefed on the assignment or story and any particular recording requirements
2. assess a location for its suitability and make provision to minimise the problems of intrusive or unexpected noise or visual distractions as required
3. test equipment to ensure it is working as required
4. select appropriate microphones for given conditions, or allow for the particular characteristics of individual microphones when recording
5. check recording levels and monitor inputs to ensure that the audio volume is appropriate
6. check camera settings, carry out a white balance before starting to record and monitor audio levels
7. record material on to the appropriate medium and format
8. identify, and deal with, equipment failures and breakdowns without delay
9. be selective in what is recorded, taking account of the amount of original recorded material likely to be used in the final product
10. ensure you have the necessary material to make the editing process as straightforward as possible, taking into account any issues arising during the recording
11. remedy or report any defects in the sound, picture quality or failures in the system, or mechanical breakdowns without delay
12. name, label, save and store audio and visual materials according to appropriate protocols
13. make sure that your actions do not present a safety hazard to others
14. complete the recording of material within specified timescales
15. file your material from location in line with the requirements for the platforms for which it is intended

Knowledge and understanding

You need to know and understand:

1. the house style of the commissioning agent, programme or channel, and the target audiences for the material
2. the editorial brief for the recording, the essential details of the story, and the intended time and duration of transmission
3. basic principles of sound, picture, lighting and acoustics
4. the key constraints in recording audio and visual material
5. the operating characteristics of portable recorders and studio recording equipment, and the limitations of the equipment at your disposal
6. the difference between automatic and manual level control, and their implications in different situations
7. how to test and check equipment
8. how to identify problems with recording equipment, and what to do to rectify them
9. the acoustic characteristics of any studio or location to be used
10. the problems associated with light levels, wind noise, unexpected sounds and ambient noise on location
11. the implications of recording material to be edited, or recording for as-live transmission
12. the type and variety of material you need to record to facilitate editing
13. the relevant protocols for naming, labelling and storing audio and visual material
14. how to file your material from location back to base, including sending live audio and visuals, and the requirements of the platforms for which you are filing

Record audio and video material for journalistic use

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