

Overview

This standard is about recording audio material to meet creative requirements. This is likely to be for music but could also apply to other audio sources. It is likely to be in a recording studio, programming suite, radio station or mixing studio but could also apply to other locations. It is likely to, but does not have to, involve multiple takes.

This involves checking the setup of recording equipment, communicating with performers, monitoring recordings and making adjustments, creating track sheets and labelling and saving files.

This standard is for recording engineers, sound engineers and programmers who record audio material to meet creative requirements.

Performance criteria

You must be able to:

1. recall programmes and restore any previously recorded content required for recordings
2. check that recording equipment is set up and working as required
3. check that recording equipment is adjusted for the environment where recording is taking place
4. make sure any performers have been briefed about what is required of them
5. make sure all sources of sound are being recorded
6. monitor recording and make adjustments which improve quality
7. check recorded signal levels of audio material are within acceptable parameters
8. balance discrete recorded tracks to improve the clarity of all playback levels
9. operate machinery, menus and parameters in line with manufacturers' instructions
10. resolve problems with equipment, the recording chain, performers and outputs that are within your levels of responsibility as they occur
11. refer any problems that you cannot resolve to appropriate people without delay
12. communicate with performers about progress at appropriate times
13. save and transfer recordings in their original state without degradation, timing issues or loss of quality
14. save and archive recordings and back up files in line with organisational data security procedures
15. create clear and detailed track sheets of recorded performances
16. label completed files in line with organisational procedures
17. follow health and safety principles of safe listening at all times
18. reset, shut down and tidy recording equipment when work is complete

Knowledge and understanding

You need to know and understand:

1. how to recall materials from archive and restore saved recordings on a digital or analogue multi track recording device
2. how to connect and route instruments to digital or analogue recording systems via recording consoles or digital audio workstations (DAWs)
3. the recording chain and signal levels for audio signals
4. information about quality and creative requirements
5. the use of balancing of levels on recorded material
6. basic principles of recording consoles and how to operate them
7. the requirements of performers to hear themselves and how to achieve this
8. different requirements and practice when recording music and dialogue
9. how to determine how experienced performers are in a studio environment
10. how and when to communicate with performers
11. the differences in conditions and recording practice between outside broadcast, live sound and recording in a studio
12. the acoustic space and properties of the location and how to manage them
13. the importance of preserving original audio content
14. the differences between recording live content and when there are multiple takes
15. good practice in the operation of the recording process on digital or analogue recording devices
16. how to operate relevant machinery, menus and parameters to migrate and transfer audio location, import audio location and save audio files
17. the correct use of labelling systems, name management and title, and working tracks to be edited including SPARS
18. how to save recorded content and DAW files in their original state including use of BWAV, WAV, AIFF, (file formats) DVD, DVD RAM, Digital removable HD CADDY,TAPE, DAT, CD, External HD
19. how to archive recorded materials
20. health and safety principles of safe listening including safeguards against hearing loss

Record audio material to meet creative requirements

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Relevant Occupations Recording Engineers, Recording Producers, Mix Engineers, Assistant Engineers, Programmers, Tape Ops, Mastering Engineers

Suite Sound Recording and Music Technology

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