SKSBE15

# Monitor and optimise workflow for broadcast and media systems engineering

## Overview

"This standard is about monitoring and optimising workflows for broadcast and media systems engineering. This standard applies to a variety of broadcast conditions including studio operation, outside broadcast, post production, distribution and transmission.

## Performance criteria

*You must be able to:*

"1. check that workflow specifies appropriate broadcast engineering techniques
2. check workflow is consistent with client expectations and allows them to check progress and make decisions
3. monitor workflow at regular intervals against project goals, objectives, milestone, and deliverables
4. communicate the workflow, schedule, and technical requirements
5. monitor and record media storage information
6. obtain information on the progress of tasks
7. assess threats to schedule and technical standards
8. change workflow schedules and remedy discrepancies in standards or quality
9. monitor the implementation of changes to workflow
10. report any problems or issues without delay
11. check that workflow meets data and system security requirements
12. comply with health and safety regulations, legislation and protocols for operating broadcast and media systems"

## Knowledge and understanding

*You need to know and understand:*

"1. the purpose, benefits, limitations and risks of the equipment and software required for broadcast systems
2. the protocols relating to broadcast systems and equipment including who can use them
3. the health and safety factors the workplace and the specific precautions to take when working with broadcast and media equipment, software, and systems
4. how to connect and operate the broadcast and media systems, software and equipment required for the workflow
5. the types of problem that could occur with the operation of broadcast and media systems and why it is important to solve a problem quickly
6. the tools and techniques to identify and rectify the causes of basic faults in broadcast systems, software, and equipment
7. the processes for ensuring physical and network security of data and systems relevant to the workflow
8. the technical Quality of Service requirements that affect your work
9. the common hardware and software technical workflows
10. the principles of standard and non-standard deliverables, file formats, digital interconnectivity and elements of audio and video signals
11. how to measure critical elements of audio and video signals
12. the formats used at all stages of workflow and the dependency of the different stages of technical and production on each other
13. the techniques by which material will be transmitted
14. the format and workflow requirements of the customer and the different types of broadcast and media systems, software, and equipment
15. the current viewing standards and professional, national, and international deliverable standards and expressions of best practice for a range of platforms
16. the interfaces between stages of the workflow for both live and recorded media
17. how to monitor and maintain the media storage related to your work
18. how to communicate with a changing team
19. the health, safety, environmental and broadcasting regulations, organisational guidelines, company procedures and systems and how to obtain information on them
20. how and when to report and escalate problems"

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