Overview

This standard is about working with media to put it into the formats required for the different stages of production. It involves transcoding, using file transfer software, managing latency and an awareness of the effects of codec and compression rates. It requires a continuous focus on the digital workflow and the effect of different formats on current and future quality, including avoiding problems caused by repeated transcoding.This Standard is could apply to anyone involved with digital media during post production.

Performance criteria

You must be able to:

1. use information from reliable sources to identify requirements for media with which you are working
2. transcode media into formats that will meet quality requirements for current and later stages of production
3. use formats that will avoid problems caused by repeated transcoding
4. use systems and installation hardware in line with manufacturers' instructions
5. use file transfer software in line with developers' instructions
6. check that latency will not have an adverse effect on outputs
7. follow file structure conventions as defined by the organisation for whom you are working
8. seek advice and support from relevant people when required
9. produce media for viewing that is compatible with clients' viewing software
10. deliver your work within the time and quality parameters of the workflow

Knowledge and understanding

You need to know and understand:

1. digital workflow requirements and where to obtain information on them
2. the other people involved and their expectations for media formats
3. how to assess quality parameters and deliver to required quality
4. the compatibilities and formats required when transcoding
5. how to manage the variables and problems that can be caused by repeated transcoding
6. the system and naming conventions to use to ensure version control
7. the quality and other implications of different codecs and compression rates
8. the formats of media required for different stages of production
9. how to produce media in different formats
10. how media will be delivered and exported
11. the implications of latency and how to manage it
12. the final deliverable of the media
13. the impact the final deliverable will have on how media is shot and recorded
14. where and how files will be stored
15. the benefits of making more formats than required
16. the software clients will use for viewing
17. the aspect ratio required for archive media
18. how to resolve issues with non-compatible formats
19. reliable sources of advice and support

Manipulate media to meet requirements of digital workflow LEGACY

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Validity	Legacy
Status	Original
Originating Organisation	Creative Skillset
Original URN	SKSDP05
Relevant Occupations	VFX Technician, Editor, Assistant Editor , Data Operations, Audio Assistant
Suite	Production Workflow
Keywords	production; post production; transcoding; file transfer; software; codec; compression rates; digital; workflow; quality; round tripping; film; TV