

Spotlight Training & Media Ltd
NCFE Satellite Centre for and on behalf of First Response Training

Film Craft – An introduction to film making.
NCFE Level 1 Certificate in Creative Craft – Mix





Acknowledgements

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Contents





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Introduction

Film craft is a course aimed at introducing students/candidates to the basics of '21st century' film making and to give them the experience of working on media productions as part of a team within a fully functional studio.

Structuring the sessions around the NCFE Creative Crafts (Level1 mix) Award; the first seven 3 hour sessions are dedicated to exploring '*the working environment*', gaining experience and knowledge of using the '*equipment and tools*' whilst '*developing skills and techniques*' of the trade in a safe and friendly manner. These sessions comply with the Unit 1 qualification specifications of the award. (20 hours approx)

Unit 2 focuses on the I.T. influence within the world of film making and also introduces the student/candidate to '*Machinima – cinema made by machine*'. Using digital imagery techniques to manipulate footage, the student/candidate will hopefully acquire an understanding of '*post edit skills*' whilst also learning how to utilise I.T. resources to '*promote, package and present*' a media product. (20 hours approx)

Various assignments aimed at '*displaying the candidates acquired learning*' provide the content for the Unit 3 evidence.

A DVD compilation of the student/candidate's visual evidence is the 'final craft item' that shall be put forward with a 'portfolio of evidence' for moderation in order to fulfil the award requirements.

Who is this course for?

The course is aimed at candidates who have an interest in film making and are capable of Entry Level 3 and above basic skills

(Optional)

The course is also designed to facilitate the evidencing of Level 1 Wider Key Skills or for those wishing to pursue a career in this avenue of the multimedia trade.

Course aims

To introduce and empower the student/candidate with basic film making knowledge and experience.

Duration.

60 guided learning hours.

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Spotlight Studio Resources / Assets for course

- Studio equipped for 4 camera shoot, lighting rig, sound recording
- DV broadcast camera, mini dv camera, hi8 camcorder, svhs cameras, vhsc camcorder
- Edit room facilities with video editors, vision mixers, sound mixers, computers
- Casablanca editing system, Sony DFS 500 vision mixer, ShowTec Showmaster 24 lighting desk
- Roland VS 2400 cd digital audio desk
- I.T. room - terminals equipped with video & audio editing & DTP software
- Script, storyboard, shot plan templates - Spotlight Assets

www.mediacollege.com - on-line resources / information

Web hosted video streams (Google video, Yahoo video, Youtube etc)

Videos / DVDs to reference - student or tutor owned

Assessment Tracking (diagram a)

FILM CRAFT (CREATIVE CRAFT level 1) QUAL SPEC TRACKING																ASSIGNMENTS				
UNIT	SESSIONS																			
	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	1	2	3	4	5
1.1	✓	✓	✓	✓	✓	✓	✓	✓												
1.2	✓	✓	✓	✓	✓	✓	✓	✓												
1.3	✓	✓	✓	✓	✓	✓	✓	✓												
1.4	✓	✓	✓	✓	✓	✓	✓	✓												
1.5	✓	✓	✓	✓	✓	✓	✓	✓												
2.1								✓	✓	✓	✓	✓	✓	✓	✓					
2.2	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓		✓			
2.3								✓	✓	✓	✓	✓	✓	✓	✓					
2.4									✓	✓	✓	✓	✓	✓	✓					
2.5								✓	✓	✓	✓	✓	✓	✓	✓					
3.1	✓																✓		✓	✓
3.2																	✓	✓	✓	✓
3.3																	✓		✓	✓
3.4																✓	✓		✓	✓
3.5																	✓		✓	✓
3.6																	✓		✓	✓

	Unit 1 evidence
	Unit 2 evidence
	Unit 3 evidence

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Assessment Tracking (sheet 2)

UNIT 01

Session no.	Performance Criteria	Evidence location
1.	1.2, 1.3, 1.5	Portfolio (UNIT 01/RED section)
2.	1.1, 1.2, 1.3, 1.4, 1.5	Portfolio (UNIT 01/RED section) + visual
3.	1.1, 1.2, 1.3, 1.4, 1.5	Portfolio (UNIT 01/RED section) + visual
4.	1.1, 1.2, 1.3, 1.4, 1.5	Portfolio (UNIT 01/RED section) + visual
5.	1.1, 1.2, 1.3, 1.4, 1.5	Portfolio (UNIT 01/RED section) + visual
6.	1.1, 1.2, 1.3, 1.4, 1.5	Portfolio (UNIT 01/RED section)
7.	1.1, 1.2, 1.3, 1.4, 1.5	Portfolio (UNIT 01/RED section)
8.	1.1, 1.2, 1.3, 1.4, 1.5	Portfolio (UNIT 01/RED section)

UNIT 02

Session no.	Performance Criteria	Evidence location
9.	2.1, 2.2, 2.3, 2.5	Portfolio (UNIT 02/GREEN section)
10.	2.1, 2.2, 2.3, 2.4, 2.5	Portfolio (UNIT 02/GREEN section) + visual
11.	2.1, 2.2, 2.3, 2.4, 2.5	Portfolio (UNIT 02/GREEN section)
12.	2.1, 2.2, 2.3, 2.4, 2.5	Portfolio (UNIT 02/GREEN section) + visual
13.	2.1, 2.2, 2.3, 2.4, 2.5	Portfolio (UNIT 02/GREEN section) + visual
14.	2.1, 2.2, 2.3, 2.4, 2.5	Portfolio (UNIT 02/GREEN section)
15.	2.1, 2.2, 2.3, 2.4, 2.5	Portfolio (UNIT 02/GREEN section) + visual

UNIT 03

Assignment no.	Performance Criteria	Evidence location
01	3.4	Portfolio (UNIT 03/BLUE section) +DVD
02.	3.1, 3.2, 3.3, 3.4, 3.5, 3.6	Portfolio (UNIT 03/BLUE section) +DVD
03.	[2.2]	Portfolio (UNIT 03/BLUE section)
04.	3.1, 3.2, 3.3, 3.4, 3.5, 3.6	Portfolio (UNIT 03/BLUE section) +DVD
05.	3.1, 3.2, 3.3, 3.4, 3.5, 3.6	Portfolio (UNIT 03/BLUE section) +DVD



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Unit 01: Explore available resources to develop basic craft skills

- 1.1 Explore the **characteristics** of available resources
- 1.2 **Identify** a range of suitable materials and **techniques**
- 1.3 Explore a range of tools and equipment
- 1.4 Explore and develop **basic craft skills**
- 1.5 **Maintain a safe working environment**

Unit 01: Session list

Session		Evidence
Session 01: An introduction	A general overview of the course content, an introduction to the working environment, equipment and health and safety aspects relating to the tasks involved.	
Session 02: Camera work – an intro	Exploring the available cameras in the Spotlight Studio, discussing various camera formats and identifying skills and techniques used in camerawork Observing the Health & Safety procedures involved	
Session 03: Camera work – basics	Developing camera skills and techniques , identifying best practices with available resources and utilising the vision equipment in the Spotlight Studio to produce some test footage. Observing the Health & Safety procedures involved	
Session 04: Camera work – Accessories	Discussing camera accessories and exploring the uses of tripods, monopods & jibs. A portion of this session will be used to produce 'visual' evidence for Assignment 1 Observing the Health & Safety procedures involved	
Session 05 Lighting – basics	Discussing the importance of light in film making, exploring the available lighting equipment in the Spotlight Studio and identifying the uses of the '3 point lighting system' technique . Observing the Health & Safety procedures involved	
Session 06: Sound – basics	Discussing the importance of sound in film making, exploring the available sound equipment in the Spotlight Studio and identifying the uses of 'sound FX and dubbing techniques '. Observing the Health & Safety procedures involved	
Session 07: Edit room equipment	Discussing the pros and cons of various editing techniques , exploring the available editing equipment in the Spotlight Studio and identifying their best uses. Observing the Health & Safety procedures involved	
Session 08 Unit 1 review	Both practical and theoretical reviews of the first 7 sessions Observing the Health & Safety procedures involved in the tasks.	

Sessions attended and completed, unit elements completed.

Candidate name: _____ date: _____

Assessor name: _____ date: _____

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Session 01: Film Craft – An introduction

A general overview of the course content, an introduction to the working environment, equipment and health and safety aspects relating to the tasks involved.

The required NCFE paperwork shall be completed along with any other relevant requirements by Spotlight Training & Media Ltd.

Session objectives:

- Complete Health & Safety requirements
- Overview of course – sessions & requirements
- Complete relevant paperwork

Session review: Candidate feedback

Were the session objectives met?

YES		NO	
-----	--	----	--

Have you evidence in your portfolio to show this?

YES		NO	
-----	--	----	--

Have you any extra evidence from this session?

Yes	No	If so, what?

Which of the above listed unit requirements have we covered in this session?

(Please select one or more by putting a ✓ in the relevant box)

1.1		1.2		1.3		1.4		1.5	
------------	--	------------	--	------------	--	------------	--	------------	--

Were any unit requirements from other units covered in this session?

(If appropriate, please select one or more by putting a ✓ in the relevant box)

2.1		2.2		2.3		2.4		2.5	
3.1		3.2		3.3		3.4		3.5	

Candidate name: _____

Assessor name: _____

Date of completion: ____/____/____

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- 1.3 Explore a range of tools and equipment
- 1.4 Explore and develop basic craft skills
- 1.5 Maintain a safe working environment

Session 02: Film Craft – Camerawork, an introduction

Exploring the available cameras in the Spotlight Studio, discussing various camera formats and identifying skills and techniques used in camerawork

Observing the Health & Safety procedures involved in the tasks.

Session objectives:

- Discuss various camera formats
- Explore camera techniques and skills
- Observe Health & Safety procedures

Session review: Candidate feedback

Were the session objectives met?

YES		NO	
-----	--	----	--

Have you evidence in your portfolio to show this?

YES		NO	
-----	--	----	--

Have you any extra evidence from this session?

Yes	No	If so, what?

Which of the above listed unit requirements have we covered in this session?

(Please select one or more by putting a ✓ in the relevant box)

1.1		1.2		1.3		1.4		1.5	
-----	--	-----	--	-----	--	-----	--	-----	--

Were any unit requirements from other units covered in this session?

(If appropriate, please select one or more by putting a ✓ in the relevant box)

2.1		2.2		2.3		2.4		2.5	
3.1		3.2		3.3		3.4		3.5	

Candidate name: _____

Assessor name: _____

Date of completion: ____/____/____

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- 1.2 **Identify** a range of suitable materials and **techniques**
- 1.3 Explore a range of tools and equipment
- 1.4 Explore and develop **basic craft skills**
- 1.5 **Maintain a safe working environment**

Session 03: Film Craft – Camerawork, practising some basics

Developing camera **skills and techniques**, **identifying** best practices with available resources and **utilising** the vision equipment in the Spotlight Studio to **produce** some test footage.

Observing the **Health & Safety** procedures involved in the tasks.

Session objectives:

- Discuss studio terminology & practices
- Develop camera operational skills & techniques
- Observe Health & Safety procedures

Session review: Candidate feedback

Were the session objectives met?

YES		NO	
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Have you evidence in your portfolio to show this?

YES		NO	
-----	--	----	--

Have you any extra evidence from this session?

Yes	No	If so, what?

Which of the above listed unit requirements have we covered in this session?

(Please select one or more by putting a ✓ in the relevant box)

1.1		1.2		1.3		1.4		1.5	
------------	--	------------	--	------------	--	------------	--	------------	--

Were any unit requirements from other units covered in this session?

(If appropriate, please select one or more by putting a ✓ in the relevant box)

2.1		2.2		2.3		2.4		2.5	
3.1		3.2		3.3		3.4		3.5	

Candidate name: _____

Assessor name: _____

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- 1.3 Explore a range of tools and equipment
- 1.4 Explore and develop basic craft skills
- 1.5 Maintain a safe working environment

Session 04: Film Craft – Camera accessories

Discussing camera accessories and exploring the uses of tripods, monopods & jibs.

A portion of this session will be used to produce 'visual' evidence for **Assignment 01** – 'setting up for a diary video shoot', utilising acquired skills from previous sessions.

Observing the **Health & Safety** procedures involved in the tasks.

Session objectives:

- Discuss camera accessory uses
- Explore camera tripods
- Complete assignment 01 – 'Setting up for a video diary'.
- Observe Health & Safety procedures

Session review: Candidate feedback

Were the session objectives met?

YES		NO	
-----	--	----	--

Have you evidence in your portfolio to show this?

YES		NO	
-----	--	----	--

Have you any extra evidence from this session?

Yes	No	If so, what?

Which of the above listed unit requirements have we covered in this session?

(Please select one or more by putting a ✓ in the relevant box)

1.1		1.2		1.3		1.4		1.5	
-----	--	-----	--	-----	--	-----	--	-----	--

Were any unit requirements from other units covered in this session?

(If appropriate, please select one or more by putting a ✓ in the relevant box)

2.1		2.2		2.3		2.4		2.5	
3.1		3.2		3.3		3.4		3.5	

Candidate name: _____

Assessor name: _____

Date of completion: ____/____/____

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- 1.3 Explore a range of tools and equipment
- 1.4 Explore and develop **basic craft skills**
- 1.5 **Maintain a safe working environment**

Session 05: Film Craft – Light and lights

Discussing the importance of light in film making, **exploring** the available lighting equipment in the Spotlight Studio and **identifying** the uses of the '3 point lighting system' **technique**.

Observing the **Health & Safety** procedures involved in the tasks.

Session objectives:

- Explore available lighting equipment
- Develop basic 'lighting skills & techniques'.
- Observe Health & Safety procedures

Session review: Candidate feedback

Were the session objectives met?

YES		NO	
-----	--	----	--

Have you evidence in your portfolio to show this?

YES		NO	
-----	--	----	--

Have you any extra evidence from this session?

Yes	No	If so, what?

Which of the above listed unit requirements have we covered in this session?

(Please select one or more by putting a ✓ in the relevant box)

1.1		1.2		1.3		1.4		1.5	
------------	--	------------	--	------------	--	------------	--	------------	--

Were any unit requirements from other units covered in this session?

(If appropriate, please select one or more by putting a ✓ in the relevant box)

2.1		2.2		2.3		2.4		2.5	
3.1		3.2		3.3		3.4		3.5	

Candidate name: _____

Assessor name: _____

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- 1.3 Explore a range of tools and equipment
- 1.4 Explore and develop **basic craft skills**
- 1.5 **Maintain a safe working environment**

Session 06: Film Craft – Sound

Discussing the importance of sound in film making, **exploring** the available sound equipment in the Spotlight Studio and **identifying** the uses of 'sound FX and dubbing techniques'.

Observing the **Health & Safety** procedures involved in the tasks.

Session objectives:

- Discuss uses of sound & sound equipment in film making
- Explore and utilise available sound equipment
- Observe Health & Safety procedures

Session review: Candidate feedback

Were the session objectives met?

YES		NO	
-----	--	----	--

Have you evidence in your portfolio to show this?

YES		NO	
-----	--	----	--

Have you any extra evidence from this session?

Yes	No	If so, what?

Which of the above listed unit requirements have we covered in this session?

(Please select one or more by putting a ✓ in the relevant box)

1.1		1.2		1.3		1.4		1.5	
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Were any unit requirements from other units covered in this session?

(If appropriate, please select one or more by putting a ✓ in the relevant box)

2.1		2.2		2.3		2.4		2.5	
3.1		3.2		3.3		3.4		3.5	

Candidate name: _____

Assessor name: _____

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- 1.3 Explore a range of tools and equipment
- 1.4 Explore and develop basic craft skills
- 1.5 Maintain a safe working environment

Session 07: Film Craft – The Edit - Editing equipment & techniques

Discussing the pros and cons of various editing techniques, exploring the available editing equipment in the Spotlight Studio and identifying their best uses.

Observing the Health & Safety procedures involved in the tasks.

Session objectives:

- Discuss editing & editing techniques
- Explore and utilise available edit room equipment
- Observe Health & Safety procedures

Session review: Candidate feedback

Were the session objectives met?

YES		NO	
-----	--	----	--

Have you evidence in your portfolio to show this?

YES		NO	
-----	--	----	--

Have you any extra evidence from this session?

Yes	No	If so, what?

Which of the above listed unit requirements have we covered in this session?

(Please select one or more by putting a ✓ in the relevant box)

1.1		1.2		1.3		1.4		1.5	
-----	--	-----	--	-----	--	-----	--	-----	--

Were any unit requirements from other units covered in this session?

(If appropriate, please select one or more by putting a ✓ in the relevant box)

2.1		2.2		2.3		2.4		2.5	
3.1		3.2		3.3		3.4		3.5	

Candidate name: _____

Assessor name: _____

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- 1.3 Explore a range of tools and equipment
- 1.4 Explore and develop basic craft skills
- 1.5 Maintain a safe working environment

Session 08: Film Craft – Unit 01 review

Both practical and theoretical reviews of the first 7 sessions

Observing the Health & Safety procedures involved in the tasks.

Session objectives:

- Review – theory – acquired knowledge of subject
- Review – practical demonstration of skills
- Discuss and prepare for assignment 02. – *set up for an interview*
- Observe Health & Safety procedures

Session review: Candidate feedback

Were the session objectives met?

YES		NO	
-----	--	----	--

Have you evidence in your portfolio to show this?

YES		NO	
-----	--	----	--

Have you any extra evidence from this session?

Yes	No	If so, what?

Which of the above listed unit requirements have we covered in this session?

(Please select one or more by putting a ✓ in the relevant box)

1.1		1.2		1.3		1.4		1.5	
-----	--	-----	--	-----	--	-----	--	-----	--

Were any unit requirements from other units covered in this session?

(If appropriate, please select one or more by putting a ✓ in the relevant box)

2.1		2.2		2.3		2.4		2.5	
3.1		3.2		3.3		3.4		3.5	

Candidate name: _____

Assessor name: _____

Date of completion: ____/____/____

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Unit 01: Explore available resources to develop basic craft skills

Review Sheet

Session	What did you do?	Unit elements
Session 01: An introduction		
Session 02: Camera work – an intro		
Session 03: Camera work – basics		
Session 04: Camera work – Accessories		
Session 05 Lighting – basics		
Session 06: Sound – basics		
Session 07: Edit room equipment		

Candidate name: _____

Assessor name: _____

Date of completion: ____/____/____

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Unit 02: Explore and develop ideas creatively

- 2.1 Identify and use a range of different **sources** to collect ideas for development
- 2.2 **Record** ideas, observations and experiences
- 2.3 Discuss a **range** of ideas with Tutor Supervisor
- 2.4 Record the creative development of ideas with reference to **feedback**
- 2.5 **Maintain a safe working environment**

Unit 02: Session list

Session		Evidence
Session 09: Project development	Developing ideas for final craft item and discussing various options for final product. Portfolio build and paperwork completion if required. Completion of assignment no.2 Observing the Health & Safety procedures involved	
Session 10: Preparation & Planning	Investigating the use of storyboards & scripts in film making, utilising storyboards & scripts to help develop ideas for final craft item. Gathering evidence for portfolio. Observing the Health & Safety procedures involved	
Session 11: I.T. Skills - filters / layers	Discussing I.T. involvement and influence in film making, exploring and utilising I.T. resources to help develop some basic 'post editing' skills. Gathering evidence for portfolio. Observing the Health & Safety procedures involved	
Session 12: I.T. Skills – green screens	Further exploration and development of I.T. Skills used to enhance film production. Discussing the advantages of 'chroma keying' and its uses in modern T.V programmes. Observing the Health & Safety procedures involved	
Session 13: Machinima creation – 3D animation	Investigating the world of Machinima and its influences in modern day film making. Exploring a range of Machinima tools and producing a short 'animated' video clip. Observing the Health & Safety procedures involved	
Session 14: I.T. Skills – Promotion, presentation & packaging	Investigating the use of 'codecs' to produce various video formats, exploring video streams and various 'web hosting' facilities used to promote and present video clips Observing the Health & Safety procedures involved	
Session 15: I.T. Skills - DVD creation	Exploring a range of 'DVD creation software' plus developing ideas for 'final craft item' production. Designing basic 'Flow chart' of DVD layout plus gathering evidence for portfolio. Observing the Health & Safety procedures involved.	

Sessions attended and completed, unit elements completed.

Candidate name: _____ date: _____

Assessor name: _____ date: _____

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- 2.1 Identify and use a range of different **sources** to collect ideas for development
- 2.2 **Record** ideas, observations and experiences
- 2.3 Discuss a **range** of ideas with Tutor Supervisor
- 2.4 Record the creative development of ideas with reference to **feedback**
- 2.5 **Maintain a safe working environment**

Session 09: Film Craft – Project development

Developing ideas for final craft item and **discussing** various options for final product. Portfolio build and paperwork completion if required. Completion of assignment no.2

Observing the **Health & Safety** procedures involved

Session objectives:

- Review acquired knowledge
- Research and develop project ideas
- Complete assignment 02. – *set up for an interview*
- Observe Health & Safety procedures

Session review: Candidate feedback

Were the session objectives met?

YES		NO	
-----	--	----	--

Have you evidence in your portfolio to show this?

YES		NO	
-----	--	----	--

Have you any extra evidence from this session?

Yes	No	If so, what?

Which of the above listed unit requirements have we covered in this session?

(Please select one or more by putting a ✓ in the relevant box)

2.1		2.2		2.3		2.4		2.5	
------------	--	------------	--	------------	--	------------	--	------------	--

Were any unit requirements from other units covered in this session?

(If appropriate, please select one or more by putting a ✓ in the relevant box)

3.1		3.2		3.3		3.4		3.5	
------------	--	------------	--	------------	--	------------	--	------------	--

Candidate name: _____

Assessor name: _____

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Unit 02: Explore and develop ideas creatively

- 2.1 Identify and use a range of different **sources** to collect ideas for development
- 2.2 **Record** ideas, observations and experiences
- 2.3 Discuss a **range** of ideas with Tutor Supervisor
- 2.4 Record the creative development of ideas with reference to **feedback**
- 2.5 **Maintain a safe working environment**

Session 10: Preparation & Planning

Investigating the use of storyboards & scripts in film making, **utilising** storyboards & scripts to help develop ideas for final craft item. **Gathering evidence** for portfolio.

Observing the **Health & Safety** procedures involved

Session objectives:

- Investigate storyboards & scripts
- Develop a basic storyboard
- Produce 'script rehearsal' evidence
- Observe Health & Safety procedures

Session review: Candidate feedback

Were the session objectives met?

YES		NO	
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Have you evidence in your portfolio to show this?

YES		NO	
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Have you any extra evidence from this session?

Yes	No	If so, what?

Which of the above listed unit requirements have we covered in this session?

(Please select one or more by putting a ✓ in the relevant box)

<input checked="" type="checkbox"/> 2.1	<input type="checkbox"/>	<input checked="" type="checkbox"/> 2.2	<input type="checkbox"/>	<input checked="" type="checkbox"/> 2.3	<input type="checkbox"/>	<input checked="" type="checkbox"/> 2.4	<input type="checkbox"/>	<input checked="" type="checkbox"/> 2.5	<input type="checkbox"/>
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Were any unit requirements from other units covered in this session?

(If appropriate, please select one or more by putting a ✓ in the relevant box)

<input checked="" type="checkbox"/> 3.1	<input type="checkbox"/>	<input checked="" type="checkbox"/> 3.2	<input type="checkbox"/>	<input checked="" type="checkbox"/> 3.3	<input type="checkbox"/>	<input checked="" type="checkbox"/> 3.4	<input type="checkbox"/>	<input checked="" type="checkbox"/> 3.5	<input type="checkbox"/>
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Candidate name: _____

Assessor name: _____

Date of completion: ____/____/____

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Unit 02: Explore and develop ideas creatively

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2.2 **Record** ideas, observations and experiences

2.3 Discuss a **range** of ideas with Tutor Supervisor

2.4 Record the creative development of ideas with reference to **feedback**

2.5 **Maintain a safe working environment**

Session 11: I.T. Skills - filters / layers

Discussing I.T. involvement and influence in film making, **exploring** and **utilising** I.T. resources to help develop some basic 'post editing' skills. (Filters, layering, chroma key)

Gathering evidence for portfolio.

Observing the **Health & Safety** procedures involved

Session objectives:

- Discuss I.T. involvement in film
- Explore I.T. resources and develop basic I.T. skills
- Observe Health & Safety procedures

Session review: Candidate feedback

Were the session objectives met?

YES		NO	
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Have you evidence in your portfolio to show this?

YES		NO	
-----	--	----	--

Have you any extra evidence from this session?

Yes		No		If so, what?	
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Which of the above listed unit requirements have we covered in this session?

(Please select one or more by putting a ✓ in the relevant box)

2.1		2.2		2.3		2.4		2.5	
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Were any unit requirements from other units covered in this session?

(If appropriate, please select one or more by putting a ✓ in the relevant box)

3.1		3.2		3.3		3.4		3.5	
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Candidate name: _____

Assessor name: _____

Date of completion: ____/____/____

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- 2.3 Discuss a **range** of ideas with Tutor Supervisor
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- 2.5 **Maintain a safe working environment**

Session 12: I.T. Skills – Film making software

Further **exploration** and **development** of I.T. Skills used to enhance film production.
Discussing the advantages of using I.T. software in film production

Observing the **Health & Safety** procedures involved

Session objectives:

- Discuss I.T. use in film making
- Explore I.T. film making resources
- Develop basic post editing skills

Session review: Candidate feedback

Were the session objectives met?

YES		NO	
-----	--	----	--

Have you evidence in your portfolio to show this?

YES		NO	
-----	--	----	--

Have you any extra evidence from this session?

Yes	No	If so, what?

Which of the above listed unit requirements have we covered in this session?

(Please select one or more by putting a ✓ in the relevant box)

2.1		2.2		2.3		2.4		2.5	
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Were any unit requirements from other units covered in this session?

(If appropriate, please select one or more by putting a ✓ in the relevant box)

3.1		3.2		3.3		3.4		3.5	
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Candidate name: _____

Assessor name: _____

Date of completion: ____/____/____

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- 2.2 **Record** ideas, observations and experiences
- 2.3 Discuss a **range** of ideas with Tutor Supervisor
- 2.4 Record the creative development of ideas with reference to **feedback**
- 2.5 **Maintain a safe working environment**

Session 13: I.T. Skills - Machinima creation – 3D animation

Investigating the world of Machinima and its influences in modern day film making.
Exploring a range of Machinima tools and **producing** a short 'animated' video clip.

Observing the **Health & Safety** procedures involved

Session objectives:

- Discuss Machinima & film making
- Explore 'Machinima' creating software
- Produce a short animation using Machinima / 3d animation software.

Session review: Candidate feedback

Were the session objectives met?

YES		NO	
-----	--	----	--

Have you evidence in your portfolio to show this?

YES		NO	
-----	--	----	--

Have you any extra evidence from this session?

Yes	No	If so, what?

Which of the above listed unit requirements have we covered in this session?

(Please select one or more by putting a ✓ in the relevant box)

2.1		2.2		2.3		2.4		2.5	
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Were any unit requirements from other units covered in this session?

(If appropriate, please select one or more by putting a ✓ in the relevant box)

3.1		3.2		3.3		3.4		3.5	
-----	--	-----	--	-----	--	-----	--	-----	--

Candidate name: _____

Assessor name: _____

Date of completion: ____/____/____

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- 2.2 **Record** ideas, observations and experiences
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- 2.4 Record the creative development of ideas with reference to **feedback**
- 2.5 **Maintain a safe working environment**

Session 14: I.T. Skills – Promotion, presentation & packaging

Investigating the use of 'codecs' to produce various video formats for different media mediums required for 'different areas of the market', **exploring** video streams and various 'web hosting' facilities used to promote and present video clips

Observing the **Health & Safety** procedures involved

Session objectives:

- Discuss codecs and various 'video file formats'.
- Explore video streams and web hosting sites / blogs.
- Utilising software resources to produce 'physical findings'.

Session review: Candidate feedback

Were the session objectives met?

YES		NO	
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Have you evidence in your portfolio to show this?

YES		NO	
-----	--	----	--

Have you any extra evidence from this session?

Yes	No	If so, what?

Which of the above listed unit requirements have we covered in this session?

(Please select one or more by putting a ✓ in the relevant box)

2.1		2.2		2.3		2.4		2.5	
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Were any unit requirements from other units covered in this session?

(If appropriate, please select one or more by putting a ✓ in the relevant box)

3.1		3.2		3.3		3.4		3.5	
-----	--	-----	--	-----	--	-----	--	-----	--

Candidate name: _____

Assessor name: _____

Date of completion: ____/____/____

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- 2.5 **Maintain a safe working environment**

Session 15: I.T. Skills - DVD creation

Exploring a range of 'DVD creation software' plus **developing** ideas for 'final craft item' production. Designing basic 'Flow chart' of DVD layout plus **gathering evidence** for portfolio. Observing the **Health & Safety** procedures involved

Session objectives:

- Explore a range of DVD authoring software
- Discuss and plan DVD compilation of evidence.
- Develop final craft item ideas.

Session review: Candidate feedback

Were the session objectives met?

YES		NO	
-----	--	----	--

Have you evidence in your portfolio to show this?

YES		NO	
-----	--	----	--

Have you any extra evidence from this session?

Yes	No	If so, what?

Which of the above listed unit requirements have we covered in this session?

(Please select one or more by putting a ✓ in the relevant box)

2.1		2.2		2.3		2.4		2.5	
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Were any unit requirements from other units covered in this session?

(If appropriate, please select one or more by putting a ✓ in the relevant box)

3.1		3.2		3.3		3.4		3.5	
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Candidate name: _____

Assessor name: _____

Date of completion: ____/____/____

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Unit 02: Explore and develop ideas creatively

Review Sheet

Session		Unit elements
Session 09: Project development		
Session 10: Preparation & Planning		
Session 11: I.T. Skills - filters / layers / chroma key		
Session 12: I.T. Skills – Film Editing software		
Session 13: Machinima creation – 3D animation		
Session 14: I.T. Skills – Promotion		
Session 15: DVD creation -		

Sessions attended and completed, unit elements completed.

Candidate name: _____ date: _____

Assessor name: _____ date: _____



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Unit 03: Create, present and review final craft item(s).

- 3.1 **Plan and prepare** for production of final work
- 3.2 Use ideas developed to inform production of final work
- 3.3 **Produce** the **craft item(s)** showing a **basic level of skill**
- 3.4 **Maintain a safe working environment**
- 3.5 **Present** final craft item(s)
- 3.6 **Review** the whole creative craft process

Unit 03: Assignment list

Assignment		Evidence
Assignment 01 Video diary set up	The candidate is required to demonstrate acquired skills and set up the necessary equipment to record and produce evidence for a video diary.	
Assignment 02 Set up for a Studio interview	The candidate is to 'work as part of a team' and set up the studio for an interview shoot. Candidates are required to discuss, plan and agree to personalised responsibilities within the team.	
Assignment 03 Film / TV programme review - (unit 2 based)	The candidate is to use their acquired knowledge and review a feature film / TV programme and 'comment' from a film maker's point of view rather than 'viewing for entertainment'. Sound, lighting and camera shots are to be commented upon alongside general information about the feature.	
Assignment 04 Produce a short, informative video	The candidate is to utilise acquired skills and 'work as part of a team' producing a short, informative video clip from 'planning to completion'. Candidates are required to discuss, plan and agree to personalised responsibilities within the team.	
Assignment 05 DVD Compilation of Evidence	The candidate is required to utilise acquired skills and knowledge to compile a DVD featuring their 'personalised' visual evidence of session participation and assignments.	

Assignments completed,

Candidate name: _____ date: _____

Assessor name: _____ date: _____

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- 3.1 **Plan and prepare** for production of final work
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- 3.3 **Produce** the **craft item(s)** showing a **basic level of skill**
- 3.4 **Maintain a safe working environment**
- 3.5 **Present** final craft item(s)
- 3.6 **Review** the whole creative craft process

Assignment 01: Video diary set up & evidencing.

The candidate is required to demonstrate acquired skills and set up the necessary equipment to record and produce evidence for a video diary.

Time duration: 1 hour max.

Assignment objectives:

- Demonstrate acquired skills
- Produce 'final craft item' asset
- Observe & comply with H&S requirements

Session review: Candidate feedback

Were the assignment objectives met?

YES		NO	
-----	--	----	--

Have you evidence in your portfolio to show this?

YES		NO	
-----	--	----	--

Have you any extra evidence from this session?

Yes	No	If so, what?

Which of the above listed unit requirements have we covered in this session?

(Please select one or more by putting a ✓ in the relevant box)

3.1		3.2		3.3		3.4		3.5	
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3.6	
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Candidate name: _____ date: _____

Assessor name: _____ date: _____

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- 3.4 **Maintain a safe working environment**
- 3.5 **Present** final craft item(s)
- 3.6 **Review** the whole creative craft process

Assignment 02: Set up for a Studio interview

The candidate is to 'work as part of a team' and set up the studio for an interview shoot. Candidates are required to discuss, plan and agree to personalised responsibilities within the team.

Observing the **Health & Safety** procedures involved

Assignment objectives:

- Demonstrate acquired skills
- Produce 'final craft item' asset
- Observe & comply with H&S requirements

Assignment time allowance: 5 hours max

Session review: Candidate feedback

Were the assignment objectives met?

YES		NO	
-----	--	----	--

Have you evidence in your portfolio to show this?

YES		NO	
-----	--	----	--

Have you any extra evidence from this session?

Yes	No	If so, what?

Which of the above listed unit requirements have we covered in this session?

(Please select one or more by putting a ✓ in the relevant box)

3.1		3.2		3.3		3.4		3.5	
		3.6							

Candidate name: _____ date: _____

Assessor name: _____ date: _____

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- 2.2 **Record** ideas, observations and experiences
- 2.3 Discuss a **range** of ideas with Tutor Supervisor
- 2.4 Record the creative development of ideas with reference to **feedback**
- 2.5 **Maintain a safe working environment**

Assignment 03: Homework assignment – Film / TV programme review

The candidate is to use their acquired knowledge and review a feature film / TV programme and 'comment' from a film maker's point of view rather than 'viewing for entertainment'. Sound, lighting and camera shots are to be commented upon alongside general information about the feature.

Assignment objectives: (Unit 2 based)

- Demonstrate acquired knowledge
- Develop review techniques
- Observe & comply with H&S requirements

Assignment time allowance: 2-3 hours

Session review: Candidate feedback

Were the assignment objectives met?

YES		NO	
-----	--	----	--

Have you evidence in your portfolio to show this?

YES		NO	
-----	--	----	--

Have you any extra evidence from this session?

Yes	No	If so, what?

Which of the above listed unit requirements have we covered in this session?

(Please select one or more by putting a ✓ in the relevant box)

2.1		2.2		2.3		2.4		2.5	
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3.2	
-----	--

Candidate name: _____ date: _____

Assessor name: _____ date: _____

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- 3.2 Use ideas developed to inform production of final work
- 3.3 **Produce** the **craft item(s)** showing a **basic level of skill**
- 3.4 **Maintain a safe working environment**
- 3.5 **Present** final craft item(s)
- 3.6 **Review** the whole creative craft process

Assignment 04: Produce a short, informative video

The candidate is to utilise acquired skills and 'work as part of a team' producing a short, informative video clip from 'planning to completion'.

Candidates are required to discuss, plan and agree to personalised responsibilities within the team. The evidence produced shall be compiled as part of the candidate's 'final craft item'.

Assignment time allowance: 5 hours max.

Assignment objectives:

- Demonstrate acquired skills
- Produce 'final craft item' asset
- Observe & comply with H&S requirements

Session review: Candidate feedback

Were the assignment objectives met?

YES		NO	
-----	--	----	--

Have you evidence in your portfolio to show this?

YES		NO	
-----	--	----	--

Have you any extra evidence from this session?

Yes	No	If so, what?

Which of the above listed unit requirements have we covered in this session?

(Please select one or more by putting a ✓ in the relevant box)

3.1		3.2		3.3		3.4		3.5	
				3.6					

Candidate name: _____ date: _____

Assessor name: _____ date: _____

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- 3.3 **Produce** the **craft item(s)** showing a **basic level of skill**
- 3.4 **Maintain a safe working environment**
- 3.5 **Present** final craft item(s)
- 3.6 **Review** the whole creative craft process

Assignment 05: DVD Compilation of Evidence

The candidate is required to utilise acquired skills and knowledge to compile a DVD featuring their 'personalised' visual evidence of session participation and assignments.

Observing the **Health & Safety** procedures involved

Assignment objectives:

- Demonstrate acquired skills
- Produce 'final craft item' asset
- Observe & comply with H&S requirements

Assignment time allowance: 5 - 10 hours

Session review: Candidate feedback

Were the assignment objectives met?

YES		NO	
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Have you evidence in your portfolio to show this?

YES		NO	
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Have you any extra evidence from this session?

Yes	No	If so, what?

Which of the above listed unit requirements have we covered in this session?

(Please select one or more by putting a ✓ in the relevant box)

3.1		3.2		3.3		3.4		3.5	
		3.6							

Candidate name: _____ date: _____

Assessor name: _____ date: _____

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Assignment review.

3.6	
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Please take some time to review your assignment and comment on your thoughts and findings of the overall process.

Assignment: _____

What did you do?

What have you gained from this experience?

What would you change next time (if anything)?

Candidate name: _____

Assessor name: _____

Date of completion: ____/____/____



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Unit 1 - Session (____) review.

What activities were you involved in and what do you feel you have learnt from this session?

Activity	Learning outcome
	
Candidate comments	Tutor comments

Other unit elements completed in this session.

State which other unit elements were met in this session and why (if any).

Unit / element	Reason to list unit element as met.

Candidate name: _____

Assessor name: _____

Date of completion: ____/____/____



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Unit 2 - Session (____) review.

What activities were you involved in and what do you feel you have learnt from this session?

Activity	Learning outcome
	
Candidate comments	Tutor comments

Other unit elements completed in this session.

State which other unit elements were met in this session and why (if any).

Unit / element	Reason to list unit element as met.

Candidate name: _____

Assessor name: _____

Date of completion: ____/____/____



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RESOURCE SHEETS AND EQUIPMENT INFORMATION

UNIT 1

MINI dv camcorder – Panasonic NV- DS27
Broadcast DV camera – Panasonic AG-DVC200
Hi8 camcorder – Sony CCD TR3100E PAL
Camera mounts – Tripods, monopod & jib
Casablanca – editing system
Lighting Desk – Lights control & accessories
Sound desk(s) – Sound Control & accessories

Basic camera functions / operations– framing, zoom, pan, tilt etc

Batteries –

Tape formats -

UNIT 2

Desktop PC -

Laptop notepad -

Editing software – Premiere, Studio, Nerovision, MS Movie Maker

Machinima software – It's Me, iClone, Poser, Avatar lab, Crazy Talk

Digital Imagery manipulation software – MS Picture It

Storyboards –

Scripts –

EDL sheets -

UNIT 3

Studio, edit room & resources

I.T. room &resources







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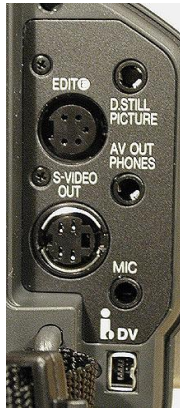
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Equipment Overview.

Mini DV camera. (Observe **H&S** aspects.)



(Side panel connections.)



This resource is used to capture **'footage / data'**.

Camera accessories to be utilised.

Power options – battery or mains. (Quick discussion + handout / Q&A)

This will depend on the 'circuitry installation' of the environment. Sometimes you may notice a 'buzzing' sound when viewing *'home footage'*, this could be caused by a variety reasons, lighting, mains *ring* circuitry, dirt on camera head.

Camera **'footage capture / signal output'** options

Record to tape or transmit signal?

To be resourceful, we shall use the device to gather footage and transmit it via '1394 fire wire'. (For further information refer to **resource sheet 05**)

Support / mount options – tripod, monopod, jib or hand held.

A quick demonstration of the options available

Camera settings option - White balance, focus, frame resolution

Manual or **auto** features are available. The auto features should be utilised until the user is competent with the individual settings

Group member: _____ Date of completion: ____/____/____

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Equipment Overview.

AG-DVC200 Broadcast DV camera (Observe **H&S** aspects.)



This resource is used to capture or transmit '**footage / data**'.

Camera details – basic

Power options – battery or mains.

Also reference '**Batteries**' resource sheet for further information

Camera '**footage capture / signal output**' options

The **AG-DVC200** is equipped with a **IEEE 1394** digital output interface terminal (i.Link/Firewire, 4 pin) making it easy to upload footage to a PC or a DV recorder (such as the AG-DV2700 found in the edit room). **SVHS** signal output is also an option for 'transmitting signal'.

Support / mount options – tripod or hand held.

A quick demonstration of the options available

Camera settings option - White balance, focus, frame resolution

The camera comes with a useful '**full auto**' mode that can get a novice running very quickly, it also has a '**quick focus**' function.

Auto tracking White Balance – White balance is automatically adjusted, in real time, to match your subject's lighting. **Manual white balance** is set by the user.

Group member: _____ Date of completion: ____/____/____

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Equipment Overview.

Sony CCD TR3100e Hi8 camcorder. (Observe **H&S** aspects.)



This resource is used to capture or transmit **'footage / data'**.

Camera details – basic

Power options – battery or mains.

- Also reference **'Batteries'** resource sheet for further information

Camera **'footage capture / signal output'** options

- **HI8** tape or **SVHS** 'video out' option.

Support / mount options – tripod, monopod, jib or hand held.

This camera is mounted on the 'jib' in the Spotlight Studio.

Due to its light weight it can also be supported as 'handheld' or on a monopod or tripod

Camera settings option - White balance, focus, frame resolution

Manual or **auto** features are available. The auto features should be utilised until the user is competent with the individual settings

Group member: _____ Date of completion: ____/____/____

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Equipment Overview.

Laptop PC. (Observe **H&S** aspects.)



This resource is used to **store, edit, display** and **promote** captured 'footage / data'.

Laptop utilisation options.

Power options – battery or mains. (Quick discussion / Q&A)

Battery – gives 'mobility' to the laptop user but a time limit due to power 'drainage & composition'

Mains – restricts user to location near power point but gives the advantage of 'continuous' power (no drainage) barring any power cuts. (Also reference 'power option' notes on **Mini DV camera & accessories** handout)

Capture options

Various software programmes are available to help compile, edit and produce movie footage in a variety of formats / media mediums.

For the purpose of this exercise; Windows installed capture software shall be utilised and the .Avi file format used to store the data.

Footage capture / signal input options

Please refer to the '**Camera 'footage capture / signal output' options** section of the **Mini DV**' handout.

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Different Tape formats used in The Spotlight Studio

Standard VHS:

- Analogue, low band. Bulky & heavy, picture poor by digital standards.



vhs



svhs

Super VHS (SVHS):

- Better picture, Hi-Fi, high band. Cannot be played on low band equipment.

VHS-C:

- Analogue, low band. Needs adaptor/caddie for VHS playback.



Vhs-c

Video 8mm:

- Analogue, low band. Smaller tapes.



8mm



HI8

Hi8:

- High band, excellent picture. Picture still degrades when copied, but backward compatible.

Digital:

- Excellent pictures and cameras are very small. No loss of quality when copied.

8mm, full size DV or Mini DV tapes.



Mini DV.



DV tape.

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Batteries

Batteries are expensive and have a limited life - so treat them well. There are several different types available, but the basics are the same. Always charge up fully. Using a battery that is low in power can result in picture break-up. As soon as you get a "change battery pack" warning, stop recording and change or charge the batteries. A fully charged battery will give you approximately 30 minutes of recording time but remember that camera functions such as zooming, rewinding and replay use power and shorten the recording time considerably.

The batteries used for DV cameras in the Spotlight Studio are as follows:



Lead Acid

These are the batteries you find in cars, you might be surprised to learn that they are also used by film crews to power cameras. They are cheap, give reliable output over a prolonged period and can be recharged many times over. They are also robust and last for many years. The obvious disadvantage is that they are heavy, cumbersome and do take a while to charge. They are not really suitable for camcorders unless shooting in one room or a static location for a long period.

Lithium Ion

These modern batteries power notebook computers and nowadays most camcorders as well. They are lightweight and do not suffer from any memory problems, you can charge whenever you wish and the charge time is minimal. They are quite expensive however - if you wish to buy spares they will cost £80-£140. You should remember that all batteries do wear out eventually and they will eventually reach a stage where they will no longer hold a charge. The cameras themselves are very reliable and it is normally the batteries that fail first. If your camera is more than a few years old, it can be difficult to obtain spares from your local high street. However, there are several distributors who can supply spares over the Internet. Either use a search engine to find them or go to your local store and ask for details of their spares agent.



Battery Belt

If you are likely to be shooting a very lengthy event, it is possible to buy or hire a battery belt. This is external to the camera and consists of a number of batteries connected in series. You wear them around your waist and plug them into the AC power input in the camera. Check first that they are compatible with your type of camera.



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Planning, preparation assets- storyboards and scripts.

Example **storyboard** used in The Spotlight Studio.

There will be a full A4 sized handout version of this example that can be utilised for this session.

Name: _____

Production Storyboard reference: _____

Scene: _____



Page __ of __

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Script – Some definitions according to MS Word.

- the printed version of a stage play, film screenplay, or radio or television broadcast, including the words to be spoken and often also technical directions
- an original document or manuscript
- characters written by hand, especially in cursive form
- to write or prepare a script for something

Assets

The script for our short, informative video can be 'recorded pre-viz' on the storyboard asset.

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Session 14: I.T. Skills – Promotion, presentation & packaging

Task: Explore video streams and web hosting sites / blogs

The 'IT with Me' video clip has been placed at three different web 'video' hosting sites.

You are required to visit each site and comment upon-

- The site itself
- The 'format' and 'quality' of the video stream
- The quality of the video stream

The sites are;



You Tube hosting address below (or search for LILACBOY): -

<http://www.youtube.com/watch?v=VhtWfcMU1ZU>



Google Video hosting address below (or search MELLORMEDIA): -

<http://video.google.co.uk/videoplay?docid=3589138164455683384&hl=en-GB>



DivX Stage 6 hosting address (or search MELLORMEDIA): -

<http://stage6.divx.com/user/MellorMedia/video/1207377/G4-Media-Group---It-&-Me>

Candidate signature _____ date _____



