| Title | Capture and prepare digital media for integration into other applications | | |
|-------|-------------------------------------------------------------------------|---|---|
| **Level** | 3 | **Credits** | 2 |

| Purpose | People credited with this unit standard are able to capture and prepare digital media for integration into other applications.<br><br>This unit standard has been developed primarily for assessment as an option within programmes leading to the New Zealand Certificate in Computing (Intermediate User) (Level 3) [Ref: 2592], and/or the New Zealand Certificate in Computing (Advanced User) (Level 4) [Ref: 2593]. |
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| **Classification** | Computing > Generic Computing |
|--------------------|-------------------------------|

| **Available grade** | Achieved |
|---------------------|----------|

### Guidance Information

1    Recommended skills and knowledge:
     Unit 29773, *Produce digital images for a range of digital media*, or demonstrate equivalent knowledge, skills and experience.

2    Assessment, where applicable, will be conducted in and for the context of a real or realistic situation and/or setting, and be relevant to current and/or emerging practice. The assessor may gather evidence over time from a range of scenarios rather than using one assessment where the learner has to demonstrate all of the required skills.

3    The tasks must be of sufficient complexity to provide scope to meet the assessment performance criteria. The assessment context for this unit standard must be suitable to meet the criteria for level 3 in the NZQF Level Descriptors, which are available by searching for "level descriptors" at www.nzqa.govt.nz.

4    Definitions
     *Digital devices* refer to electronic computing devices that can receive, store, process or send digital information, such as computers (desktop or laptop), tablets, smartphones or other emerging digital technologies.
     *Digital media types* refer to still images (vector or bitmap/raster), moving images, audio, other media types (such as podcasts, audiobooks, virtual reality, digital art).
     *Emerging digital technologies* refers to digital devices and technological concepts that are new to market.
     *Good practice* includes selecting and using the appropriate feature or function to enable correct use of the chosen digital devices and platforms.

*Platforms* are the digital devices and operating systems on which the application software can be run.
*Software* refers to any application which can edit the digital media being created.

5    Legislation relevant to this unit standard may include but is not limited to the:
Copyright Act 1994
Copyright (New Technologies) Amendment Act 2008
Harmful Digital Communications Act 2015
Health and Safety at Work Act 2015
Privacy Act 2020
Unsolicited Electronic Messages Act 2007
and any subsequent amendments.
Current legislation and regulations can be accessed at http://legislation.govt.nz.

6    Reference
*ACC5637 Guidelines for Using Computers - Preventing and managing discomfort, pain and injury*.  Accident Compensation Corporation - Department of Labour, 2010; available from WorkSafe New Zealand, at https://www.worksafe.govt.nz/topic-and-industry/work-related-health/ergonomics/safely-using-computers-at-work/.

## Outcomes and performance criteria

### Outcome 1

Capture and prepare digital media for integration into other applications.

Range    digital media may include but is not limited to – still images, moving images, audio, other media types;
evidence of two different digital media.

### Performance criteria

1.1    Digital media is captured using a range of digital devices.

Range    may include but is not limited to – scanner, smart device, screen capture, still or video camera, tablet, sound recorder.

1.2    Digital media is prepared for integration into other applications using intermediate level editing and formatting techniques, applied according to good practice.

Range    includes at least four techniques for at least two different digital media types;
still images techniques include – suitable resolution adjustment, cropping, image size; and may include – gradient fills, drop shadows, simple pixel selects, filters, resample resolutions;
moving images techniques may include – timelines, titles, workflow, image insertion, merging video, sound tracks, simple effects, editing sequences, animations;
audio techniques may include – timelines, merging sound tracks, looping sound, applying simple effects, editing sequences;
other media types techniques include – suitable resolutions, suitable format type.

1.3    Media is exported in suitable formats ready for integration into the other application.

Range    includes but is not limited to – file name, suitable file type, suitable file size, file storage/location.

| Planned review date | 31 December 2026 |
|---|---|

**Status information and last date for assessment for superseded versions**

| Process | Version | Date | Last Date for Assessment |
|---|---|---|---|
| Registration | 1 | 19 January 2017 | 31 December 2024 |
| Review | 2 | 28 April 2022 | N/A |

| Consent and Moderation Requirements (CMR) reference | 0099 |
|---|---|

This CMR can be accessed at http://www.nzqa.govt.nz/framework/search/index.do.

**Comments on this unit standard**

Please contact Toi Mai Workforce Development Council qualifications@toimai.nz if you wish to suggest changes to the content of this unit standard.