

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

Purpose	<p>People credited with this unit standard are able to capture and prepare digital media for integration into other applications.</p> <p>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].</p>
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Classification	Computing > Generic Computing
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Available grade	Achieved
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Entry information	
Recommended skills and knowledge	Unit 29773, <i>Produce digital images for a range of digital media</i> , or demonstrate equivalent knowledge, skills and experience.

Explanatory notes

- 1 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.
- 2 The tasks must be of sufficient complexity to provide scope to meet the assessment evidence requirements. 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.
- 3 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, moving images, audio, other media types.

Emerging digital technologies refers to digital devices and technological concepts that are new to market.

Good practice – in this context includes selecting and using the appropriate feature or function to enable correct use of the chosen digital devices and platforms.

Original digital media refers to media created and edited by the learner or provided by a stakeholder which has been edited by the learner.

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.

4 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 1993

Unsolicited Electronic Messages Act 2007

and any subsequent amendments.

Current legislation and regulations can be accessed at <http://legislation.govt.nz>.

5 References

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

<http://www.business.govt.nz/worksafe/information-guidance/all-guidance-items/guidelines-for-using-computers>.

Outcomes and evidence requirements

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.

Evidence requirements

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

Range may include but not limited to at least two of – 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;

Audio techniques may include – timelines, merging sound tracks, looping sound, applying simple effects, editing sequences;

Other media types 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 location.

Planned review date	31 December 2021
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Status information and last date for assessment for superseded versions

Process	Version	Date	Last Date for Assessment
Registration	1	19 January 2017	N/A

Consent and Moderation Requirements (CMR) reference	0226
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This CMR can be accessed at <http://www.nzqa.govt.nz/framework/search/index.do>.

Please note

Providers must be granted consent to assess against standards (accredited) by NZQA, before they can report credits from assessment against unit standards or deliver courses of study leading to that assessment.

Industry Training Organisations must be granted consent to assess against standards by NZQA before they can register credits from assessment against unit standards.

Providers and Industry Training Organisations, which have been granted consent and which are assessing against unit standards must engage with the moderation system that applies to those standards.

Requirements for consent to assess and an outline of the moderation system that applies to this standard are outlined in the Consent and Moderation Requirements (CMRs). The CMR also includes useful information about special requirements for organisations wishing to develop education and training programmes, such as minimum qualifications for tutors and assessors, and special resource requirements.

Comments on this unit standard

Please contact NZQA National Qualifications Services nqs@nzqa.govt.nz if you wish to suggest changes to the content of this unit standard.