OCR
Oxford Cambridge and RSA

Unit Title:	**Video software**
OCR unit number:	76
Level:	3
Credit value:	4
Guided learning hours:	30
Unit reference number:	T/502/4394

Unit purpose and aim

This is the ability to use a software application designed to record and edit video sequences.

This unit is about the skills and knowledge needed by an IT User to select and use a range of advanced of video software tools and techniques to record and edit complex or non-routine video sequences.

Video software tools and techniques will be defined as advanced because:

• the software tools and functions used will be complex, and at times involve having the idea that there may be a tool or function to do something (e.g. improve efficiency or create an effect), exploring technical support, self-teaching and applying;

• the inputting, manipulating and outputting techniques will be complex, and will involve research, identification and application; and

• the user will take full responsibility for inputting, manipulating and outputting the information.

Learning Outcomes	Assessment Criteria	Examples
The learner will: 1 Use video hardware and software to capture sequences	The learner can: 1.1 Determine the content needed for sequences, and when to originate it 1.2 Explain any compatibility issues between combinations of input device and video software 1.3 Select and use an appropriate combination of input device and video software to optimise the recording of information 1.4 Select and use an appropriate combination of hardware and software to originate and develop new content for sequences 1.5 Analyse and explain the	Input devices: Webcam, video camera, microphone, Dictaphone, mobile phone; Input techniques: Copy and paste, screen grabs/shots, file download (e.g. connect USB lead, drag and drop) File format: Supported by the software used (e.g. mpeg, png, wmv, quicktime Store and retrieve: Files (e.g. create, name, open, save, save as, print, close)

		impact file size and file format will have, including when to use information coding and compression	
		1.6 Store and retrieve sequences using appropriate file formats and compression, in line with local guidelines and conventions where available	
2	Use video software tools and techniques to edit sequences	2.1 Select and use appropriate video software tools and techniques to mark-up and edit sequences to achieve required effects 2.2 Provide guidance on how copyright constraints affect use of own and others' information 2.3 Organise, combine and link information for sequences in line with any copyright constraints, including across different software	Sequence: Specially recorded, existing; short (e.g. less than 2 mins), mode (e.g. b&w) Combine information: Audio or video clips into presentations; Techniques: Copy and paste, insert, screen grabs/shots; Forms of information: moving images, sound (e.g. spoken word, music, sound effects) Copyright constraints: Effect of copyright law (e.g. on music downloads or use of other people's images), acknowledgment of sources, avoiding plagiarism Audio and video problems: High or low contrast, volume
3	Play and present video sequences	3.1 Explain the features and constraints of playback software and display devices as appropriate for different purposes 3.2 Select and use an appropriate combination of video playback software and display device to suit the file format 3.3 Present sequences effectively by exploiting the features and settings of the playback software and display device to maximise quality and meet needs 3.4 Evaluate the quality of sequences and explain how to respond to quality issues and problems	Display device: PC, laptop, video camera, Dictaphone, mobile phone, handheld audio or video device (e.g. mp3 player, iPod) Adjust playback and display settings: Start, stop, fast forward, rewind, pause, volume, contrast, brightness, thumbnail, quarter screen, full screen

Assessment

All ITQ units may be assessed using any method, or combination of methods, which clearly demonstrates that the learning outcomes and assessment criteria have been met. Assessments must also take into account the additional information provided in the unit Purpose and Aims relating to the level of demand of:

- the activity, task, problem or question and the context in which it is set;

- the information input and output type and structure involved; and

- the IT tools, techniques or functions to be used.

See the Assessment and postal moderation section of the [ITQ Centre Handbook](#).

Evidence requirements

Candidates must complete the Evidence Checklist for this unit without any gaps. Individual unit checklists are available to download from the qualification [webpage](#) (see forms).

Guidance on assessment and evidence requirements

Please refer to the ITQ centre handbook on our [webpage](#).

Details of relationship between the unit and national occupational standards

This unit maps fully to competences outlined in IT User National Occupational Standards version 3 (2009).