# Silver - Unit 23 - Multimedia Software

**Relevant LINKS**

BACK TO ITQ UNITS **[1]**

Handbook home page **[2]**

# Overview

**This is the ability to** use a software application designed for the creation, editing and production of multimedia. This unit is about the skills and knowledge required by an IT User to use a range of basic editing and recording tools and techniques to produce appropriate, straightforward or routine multimedia files. Any aspect that is unfamiliar will require support and advice from others.
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the software tools and functions will be predetermined or commonly used; and
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Multimedia tools and techniques will described as ‘basic’ because:

- the software tools and functions will be predetermined or commonly used; and
- the techniques needed for manipulation and creation will be straightforward or routine.

**Example of context:** Using multimedia packages to produce interactive presentations such as school parent's evening welcome transmission or similar.

# Activities supporting the assessment of this award

## Assessor's guide to interpreting the criteria

***General Information***

**QCF general description for Level 1 qualifications**

- Achievement at QCF level 1 (EQF Level 2) reflects the ability to use relevant knowledge, skills and procedures to complete routine tasks. It includes responsibility for completing tasks and procedures subject to direction or guidance.

- Use knowledge of facts, procedures and ideas to complete well-defined, routine tasks. Be aware of information relevant to
the area of study or work.

- Complete well-defined routine tasks. Use relevant skills and procedures. Select and use

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relevant information. Identify whether actions have been effective.

- Take responsibility for completing tasks and procedures subject to direction or guidance as needed.

***Requirements***

- Standards must be confirmed by a trained Silver Level Assessor or higher.
- Assessors must at a minimum record assessment judgements as entries in the on-line mark book on the INGOTs.org Markbook Site.
- Routine evidence of work used for judging assessment outcomes in the candidates' records of their day to day work will be available from their e-portfolios and on-line work. Assessors should ensure that relevant web pages are available to their account manager on request by supply of the URL.
- When the candidate provides evidence of matching all the criteria to the specification subject to the guidance below, the assessor can request the award using the link on the certification site. The Account Manager will request a random sample of evidence from candidates' work that verifies the assessor's judgement.
- When the Account Manager is satisfied that the evidence is sufficient to safely make an award, the candidate's success will be confirmed and the unit certificate will be printable from the web site.
- This unit should take an average level 1 learner 30 hours of work to complete.

***Assessment Method***

Assessors can score each of the criteria L, S, H. N indicates no evidence and is the default starting position. L indicates some capability but secure capability has not yet been achieved and some help is still required. S indicates that the candidate can match the criterion to its required specification. H indicates performance that goes beyond the expected in at least some aspects. Candidates are required to achieve at least S on all the criteria to achieve the unit.

***Expansion of the assessment criteria***

## 1. The candidate will plan the content and organisation of multimedia products to meet needs

## 1.1 I can use simple techniques to plan the content and organisation of multimedia products

Candidates should be able to plan and prepare for a multimedia production
**Evidence:** from work and plans evidenced via e-portfolios or assessor observation.

**Additional information and guidance**
The key to successful multimedia presentations, especially if they are to really "inform and

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entertain" is to fully plan them. The planning should inform what resources are required, how and when they are to be used, as well as any other impacts they may have. The use of audio or video material will require some level of scripting as well as planning where the material will be made and what equipment needs to be set-up. Some of the equipment may need some practice in order to gain the skills required to use it effectively and this will need timing and planning skills. All of this needs to be carefully monitored as there will be deadlines to meet.

## 1.2 I can identify the type of multimedia outcome to meet requirements

Candidates should be able to determine from the brief what the output is likely to be based on what is needed.

**Evidence:** Reflections and planning notes.

**Additional information and guidance**
As a more detailed investigation of the planning process, candidates should be able to say what form the final product will take. Some of this will be determined by what the client requires and where the presentation will be displayed or broadcast. It may also be determined by what range of multimedia devices they have access to.

## 1.3 I can identify what is required in the specification

Candidates should be able to evidence that they can deal with the requirements that exist in the given specification.

**Evidence:** Assessors checking, contents of candidate documentation of projects.

**Additional information and guidance**
In this case the specification will have certain elements such as x minutes length; no more than 2 minutes of video; video or audio must contain etc. Candidates should show that they know what these aspects are for and what they can do to meet them to the best of their abilities and with the restrictions they have in their environment.

## 1.4 I can identify copyright or other constraints for using other's information

Candidates should demonstrate that they can identify copyright restrictions and deal with them accordingly.

**Evidence:** Assessor observations, student completed projects.

**Additional information**
It is likely that candidates will come across copyright issues in a number of units and need to be fully aware of what they are allowed to use and reference before embarking on their production runs as failure to take this into account might mean a failed project.

## 2. The candidate will obtain, input and combine content to build multimedia outcomes

## 2.1 I can select and use an appropriate input device to enter content for multimedia outcomes

Candidates should be able to work with a number of input devices for their project.

**Evidence:** Assessor observations, candidate project documentation and successful projects.

**Additional information and guidance**

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Candidates should be able to demonstrate a range of skills in using different input devices so that their finished multimedia presentation meets the needs and demands of their audience. Each type of input device will require understanding of the main functions as well as input configurations.

## 2.2 I can combine information of different types or from different sources for multimedia outcomes

Candidates should demonstrate competence in mixing all their different elements together into a working whole.
**Evidence:** Candidates finished projects and documentation of projects, assessor observations.

**Additional information and guidance**
Given the varied nature of multimedia, there will be need for candidates to not be overwhelmed and show a certain level of mastery of their materials. There will be a range of different file types as well as resources in lots of different media types. An example might be to put a music track to a video. Music tracks can be taken from the Wikimedia Commons as it is licensed under Creative Commons for sharing. A commentary can be put over the top of the background music by direct recording. This is combining audio from two different sources. In line with Level 1 general description structured support and instructions can be given to make the procedure routine with practice.

## 2.3 I can identify the file format and storage media to use

Candidates should demonstrate that they can understand their environmental variables.

**Evidence:** Candidates' finished projects and documentation of projects, assessor observations.
**Additional information and guidance**
Candidates need to demonstrate that they can manage their resources effectively and have a working knowledge of what media to use for different storage needs. They will need to show that they can choose an appropriate device for storing and transporting large video files, compared to small text files, for example.

## 2.4 I can select and use appropriate software to write multimedia files

Candidates should evidence a range of skills on different applications relating to the media type they are working with.

**Evidence:** Candidates' work and assessor observations.
**Additional information and guidance**
Candidate's will need to show a number of different multimedia types in their finished presentations and this will mean working with different applications for audio, video and text based files. They need to show a working knowledge of file types and the ability to choose the right application for the right multimedia type.

## 2.5 I can store and retrieve multimedia files effectively, in line with local guidelines and conventions where available

Candidates should evidence a working knowledge of their local network.

**Evidence:** Candidates' work and assessor observations.
**Additional information and guidance**
Candidate's will need to be able to store and retrieve their work in order to submit it for this Unit, so this in itself is evidence that they have met this criterion. There is no need to create unnecessary screen shots of network drives etc.

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## 3. The candidate will use multimedia software tools to edit and format multimedia content to meet requirements

### 3.1 I can select and use appropriate techniques to edit and format multimedia outcomes

Candidate's should be able to show a range of techniques across their work, from planning stage to completion.

**Evidence:** Candidates' project documentation, assessor checking.

**Additional information and guidance**
For the purpose of this unit it is likely that the software application used will cover recording editing and playback. An obvious example is the popular open source application Audacity [3] but there are also an increasing range of on-line tools.

### 3.2 I can manipulate images and graphic elements accurately

Candidates need to evidence graphic manipulation skills in their work.

**Evidence:** Candidates documentation of projects, assessor observations.

**Additional information and guidance**
Candidates should demonstrate a range of skills in using image packages such as Inkscape [4] or other tools available in the centre.  They may have gained these in another subject such as DT or Art, in which case, they can use the material created as evidence as required.

### 3.3 I can check multimedia outcomes meet needs, using IT tools and making corrections as necessary

Candidates should be able to select and use tools that support successful outcomes with awareness of feedback for corrections.

**Evidence:** Assessor observations and candidate survey and feedback forms.

**Additional information and guidance**
Candidates should be aware at all times of the needs of the final production.  One useful way is to gather the opinions of clients or potential observers to make sure their designs are on target to meet the customer expectations.  Candidates can use something like Google  Forms to build a survey or questionnaire to administer during stages of the project development

## 4. The candidate will play and present multimedia outcomes

### 4.1 I can identify what display device to use for multimedia outcomes

Candidate's should be able to show the right choice of device for the final presentation.

**Evidence:** Candidates' project documentation, assessor checking.

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**Additional information and guidance**
For the presentation of their multimedia project, candidates need to chose a device which shows off their work in the best possible way.  It is no good making a high quality multimedia presentation to then present it with poor image quality or sound.

## 4.2 I can use appropriate techniques to navigate and display multimedia outcomes

Candidate's should be able to show a range of techniques across their work.

**Evidence:** Candidates' project documentation, assessor checking.

**Additional information and guidance**
Evidence here will be in the clarity and effectiveness of the navigation used in their multimedia presentation.  Some type of user feedback, perhaps using Google Forms, might be useful as a supplement to assessor observations and feedback.  ideally, they will have some input from a client for who the presentation was designed for.

## 4.3 I can control the payback of multimedia files

Candidate's should show the effectiveness of their presentation, focusing on timing issues.

**Evidence:** Candidates' project documentation, assessor checking.

**Additional information and guidance**
Feedback from potential clients or third parties would be useful here to comment on the overall timing of the presentation.  Is it too fast, too slow, just right etc..

## 4.4 I can adjust display settings to meet needs

Candidate's should be able to show an awareness of different audience needs.

**Evidence:** Candidates' project documentation, assessor checking.

**Additional information and guidance**
The candidates work or their own reflections on it, should show an awareness to meet differing audience needs, perhaps referencing people with site or sound impairments and how they would deal with these in their final products.

***Moderation/verification***

The assessor should keep a record of assessment judgements made for each candidate and make notes of any significant issues for any candidate. They must be prepared to enter into dialogue with their Account Manager and provide their assessment records to the Account Manager through the on-line mark book. They should be prepared to provide evidence as a basis for their judgements through reference to candidate e-portfolios. Before authorising certification, the Account Manager must be satisfied that the assessors judgements are sound.



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**Links**
[1] http://theingots.org/community/ITQ_UNIT_development
[2] http://theingots.org/community/handbook2
[3] http://audacity.sourceforge.net/
[4] https://inkscape.org/en/download/

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