

TRANSFORM CONTENT
OBTAIN CONTENT

PP09 Receive and manage material in post production

Overview	Knowledge & Understanding	Performance Statements
<p>This Standard is about ensuring that raw material to be used in post production is securely stored, logged and made available.</p>	<p>What you need to know</p> <ul style="list-style-type: none"> a) Common formats for input materials and assets b) What information is likely to be needed about material received c) How to check technical quality of materials d) Methods of safe storing and logging for different types of material e) Ways in which material can be damaged and how to avoid it f) Naming conventions g) How to ensure that material is secure and uncompromised h) Common problems that arise with material and with specific clients i) Who to inform about receipt and about problems j) Industry conventions for describing problems 	<p>What you must be able to do</p> <ul style="list-style-type: none"> 1) Identify what raw materials are needed or expected from which sources 2) Identify whether materials received are as specified or required 3) Report delays and problems in receiving or obtaining raw materials 4) Note and report information given about the technical quality of the raw materials 5) Acknowledge receipt of materials 6) Check and resolve any uncertainties about what material has been received 7) Name and label the material and its container accurately and unambiguously 8) Input data on the material, content and format in a manner and format that can be used in the editing system 9) Store or locate materials safely and securely so that they are known and available to those who will use them

PP10 Produce electronic copies of material for post production (Scan and copy)

Overview	Knowledge & Understanding	Performance Statements
<p>This Standard is about scanning film material or copying raw material ready for a variety of editing processes such as offline editing. The electronic material resulting should be ready for the next stage of the workflow, logged and its security ensured.</p>	<p>What you need to know</p> <ul style="list-style-type: none"> a) What to expect of input material and accompanying documentation b) How to protect materials c) Common and required formats and standards d) Scanning and copying equipment, its suitability for the task and procedures for use e) How to estimate and optimise time and resources needed for a task f) How to anticipate and mitigate problems and risks g) Types of fault that may occur and how to resolve them h) Scanning and copying equipment and software and its secure operation i) Naming conventions j) Methods and documentation for logging and labelling 	<p>What you must be able to do</p> <ul style="list-style-type: none"> 1) Identify the required format, quality and future use for material to be electronically scanned or copied 2) Use equipment and techniques capable of converting the raw material to the desired format and quality 3) Identify any problems in scanned or copied material that are likely to be significant for the client of or future workflow 4) Discuss the implications of problems and how to resolve them 5) Where necessary compensate for colour variations in the material 6) Annotate data files for the planned workflow 7) Save the data files in the required format using secure protocols for integration into the workflow 8) Use recognised naming conventions 9) Identify the version control convention to be used 10) Log clear and accurate data on the content of the output 11) Ensure backups are stored securely 12) Ensure the security of the originating material