

Reference No.																			
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SELF-ASSESSMENT GUIDE

Qualification	FILM AND VIDEO POSTPRODUCTION NC III			
Units of Competency Covered	<ul style="list-style-type: none"> • Prepare postproduction materials and facilities • Build edits and materials for postproduction • Create enhanced edits and materials for postproduction • Wrap up postproduction 			
Instruction: Read each question and check the appropriate column to indicate your answer.				
Can I? or The evidences in my portfolio can prove that I can?			YES	NO
PREPARE POSTPRODUCTION MATERIALS AND FACILITIES				
<i>Setup postproduction facility</i>				
• Set up postproduction facility in accordance with standard safety procedures, space availability, and production requirements*				
• Achieve production facility setup within the constraints of time, budget, working environment, and production requirements				
• Update postproduction software to maintain compatibility with contemporary audio and video file formats				
• Place and patch microphones properly inside the isolation booth				
<i>Align creative and technical matters with Client</i>				
• Define clearly, through client meetings, client expectations on quality, workflows, and timetables				
• Use presentation skills to communicate the relevant concepts, values, and processes in the delivery of expected outputs				
• Make the client understand and agree to guidelines and contracts that are fair to all parties concerned*				
<i>Manage postproduction facilities, materials and resources</i>				
• Prepare and organize postproduction resources in accordance with production requirements				
• Secure postproduction systems and peripherals together with postproduction materials before commencement of postproduction in accordance with production requirements*				
• Install postproduction software, plug-ins, and relevant add-ons for seamless operation in accordance with manufacturer's specifications and/or company policy*				
• Check for good signal flows and tracks, storage devices, and folders are properly labeled/ named for efficient workflows				
• Prepare a troubleshooting guide for both hardware and software issues in accordance with production requirements and company policy				

BUILD EDITS AND MATERIALS FOR POSTPRODUCTION		
<i>Ingest or capture video and other materials</i>		
• Transfer and secures all raw assets into storage media*		
• Produce proxy files to ensure compatibility across different postproduction systems*		
• Digitize analog assets to the formats compatible with the editing system*		
• Transcode relevant video assets to a standardized format aligned with the primary footage*		
<i>Record voice and other single-track audio</i>		
• Record actor's, actress', or voice talent's voices using a Digital Audio Workstation (DAW)*		
• Review takes with Client for evaluation and feedback*		
• Edit, process, and integrate audio into the project according to production requirements*		
<i>Assemble edits on a timeline</i>		
• Sequence footage and assets onto a timeline according to production requirements*		
• Create video edits on a timeline according to production requirements*		
• Make transitions and simple composites on the timeline according to production requirements and creative direction*		
<i>Design graphics, computer-generated imagery, and other digitally produced assets</i>		
• Design, clean up, or generate graphic elements using appropriate design software*		
• Integrate, animate, or composite graphic elements into the project according to production requirements*		
• Use effective questioning, active listening, and speaking skills to gather and convey to the Client technical information and creative details pertaining to all the aspects of the postproduction project*		
CREATE ENHANCED EDITS AND MATERIALS FOR POSTPRODUCTION		
<i>Construct complex edited sequences</i>		
• Use editing techniques to enhance or create tension, mood, and emotion according to production requirements or creative direction*		
• Trim down footage and sequences to the Running Time prescribed by production requirements or creative direction*		
• Integrate various assets and footage into a timeline to create a cohesive and effective project according to production requirements or creative direction*		
<i>Grade colors on a project</i>		
• Correct and enhances colors and footage according to production requirements*		
• Design a visual look utilizing a color palette*		
• Color grade footage and assets on the edit timeline according to the approved color palette*		

<i>Develop a soundscape</i>		
• Assemble OMF data files onto the edit timeline according to production requirements or creative direction*		
• Create and record environmental and sound effects for Foley according to production requirements*		
• Introduce musical score to enhance mood and emotion in the project according to production requirements or creative direction*		
• Develop a soundscape using varying elements of sound and music*		
<i>Composite computer-generated imagery</i>		
• Create animatics for visual effects and composite edits using low-resolution materials*		
• Utilize overlay, blending, and/or keying effects to create composite edits according to production requirements or creative direction*		
• Create visual effects using compositing techniques according to production requirements*		
• Perform and implement “invisible” visual effects and other visual enhancements according to creative direction*		
WRAP UP POSTPRODUCTION		
<i>Manage client revisions and inputs</i>		
• Produce and preview an offline edit with client according to production requirements*		
• Use presentation skills to communicate creative and technical decisions in the edit made by the editor in line with production requirements and creative direction*		
• Address and incorporate client’s revisions and inputs into the edit according to the agreements between client and production team*		
<i>Mix-down and master audio</i>		
• Use audio busses to organize channels according to workflow protocols and production requirements*		
• Adjust levels and sound properties of tracks using different audio plugins according to industry standards and creative direction*		
• Master and bounce audio tracks according to production requirements*		
<i>Render and export final outputs</i>		
• Integrate and synch all final and full-resolution external assets into an online edit according to production requirements*		
• Produce, finalize, and integrate subtitles and metadata using appropriate encoding software*		
• Render, master, and export online edit timeline for distribution or screening according to client’s needs or production requirements*		
• Subject final output to visual and auditory review and quality control along company and industry standards *		
<i>Close-out postproduction cycle</i>		
• Play the exported project back on an independent playback system to ensure working condition and compatibility *		
• Turn over final output to the Client using company protocols and procedures for delivery and billing*		

<ul style="list-style-type: none"> • Power-down, secures, and stores postproduction systems and peripherals according to company policy or instructions* 		
<ul style="list-style-type: none"> • Conduct postmortem to evaluate the project and work experience according to workplace policies and procedures for project evaluation* 		
<p>I agree to undertake assessment in the knowledge that information gathered will only be used for professional development purposes and can only be accessed by concerned assessment personnel and my manager/supervisor.</p>		
<p>Candidate's Name and Signature</p>		<p>Date</p>

* Critical Aspects of Competency

Note:

- *Candidates must bring their **OWN** wired headphone for the assessment activity.*
- *For candidates that will undergo the assessment using their Portfolio, please follow the procedures below.*

ORGANIZATION OF THE PORTFOLIO

DOCUMENT	DESCRIPTION
1. Cover sheet	Shall contain the following: <ul style="list-style-type: none"> • Candidate's name • Job title • Name and address of the candidate's workplace • Qualification title • Submission date or assessment date
2. Application Form	Completely filled-out with picture (passport size, white background) (TESDA-OP-CO-05-F26)
3. Information of people who contributed or can verify evidence	Shall include names, address, contact numbers and items of evidence with which they have been involved. People involve may include: <ul style="list-style-type: none"> • Director or Producer • Supervisor • Team leader/ Lead person
4. The candidate's statement	This explains the evidence, the context from which the evidence was drawn and the candidate's role within it.
5. The index of evidence	The index of evidence shall contain the list of items of evidence and assign each item a unique reference number. This will enable items of evidence to be used against more than one evidence requirement. E.g., <i>certificate of employment - #1</i>
6. The evidence	The actual documents and works to be used in assessing competence. These must be appropriately numbered and arranged according to the sequence indicated in the Index.

RULES OF EVIDENCE

RULE	PARTICULARS
AUTHENTIC	The Evidence is: <ul style="list-style-type: none"> ✓ Candidate's own work ✓ Genuine
CONSISTENT	The Evidence: <ul style="list-style-type: none"> ✓ Shows that the candidate consistently meets the standards under workplace conditions ✓ Incorporates multiple items of evidence
CURRENT	The Evidence <ul style="list-style-type: none"> ✓ Reflects the candidate's current knowledge ✓ Establishes that the candidate can meet the elements and performance criteria specified in the current version of the Competency Standard
RECENT	The Evidence: <ul style="list-style-type: none"> ✓ Shows the latest training attended by the candidate relative to the current version of the Competency Standard ✓ Shows work or projects produced within the last five (5) years
SUFFICIENT	The Evidence: <ul style="list-style-type: none"> ✓ Covers all the elements ✓ Meets all the evidence requirements ✓ Meets all the dimensions of competency- <ul style="list-style-type: none"> ○ Task skills ○ Task management skills ○ Contingency management skills ○ Job/role environment skills
VALID	The Evidence is: <ul style="list-style-type: none"> ✓ Related to the current version of the Training Regulation (TR) ✓ Relevant to the Elements, Performance Criteria ✓ Consistent with the Range of Variables and Evidence Guide of the Training Regulation (TR)

ONLY DOCUMENTS AND WORKS THAT MEET THE SIX (6) RULES SHALL BE USED AS EVIDENCE TO ASSESS COMPETENCE.

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PORTFOLIO COVER SHEET

CANDIDATE'S NAME			
POSITION/DESIGNATION			
COMPANY		CONTACT NUMBER(S)	
COMPANY ADDRESS			
QUALIFICATION APPLIED FOR	Film and Video Postproduction NC III	DATE of ASSESSMENT	
Portfolio evidence to be presented/ submitted:			
<ul style="list-style-type: none"> ○ REQUIRED: <u>Completed projects</u> in the form of finished videos/ films or demo reel; AND ○ Combination of any two (2) or more of the following: 			
<ul style="list-style-type: none"> <input type="checkbox"/> Certificate of Training or equivalent in a formal, non-formal, or enterprise-based training environment <input type="checkbox"/> Certificate of Employment in a production house, network, media company, film production, or similar work environment <input type="checkbox"/> Certificate of Employment in a media production capacity in a company whose primary industry or business is not in media production (e.g. banking, transportation, business services, etc.) <input type="checkbox"/> Degree, Diploma, or Certificate in Filmmaking or equivalent (e.g. Communication, Multimedia, Broadcasting, etc.) from a formal training institute or tertiary educational institution <input type="checkbox"/> Proof of exhibition in a public venue through a festival, competition, online venue, corporate event, or broadcast <input type="checkbox"/> Award or recognition on at least National Level from a reputable institution (e.g. CCP, NCCA, FDCCP) for work done in a postproduction capacity (e.g. Best Editing) <input type="checkbox"/> Certificate of employment or proof of engagement of at least 3 years of teaching directly related courses (e.g. editing, VFX design) in a recognized tertiary institution or training center <input type="checkbox"/> Trainers' Certification (or equivalent) in a specific postproduction system or process issued by a recognized manufacturer, brand, or institution indicating an expertise or competence (e.g. Adobe Certified Expert, Avid Certified Expert, Black Magic Trainor's Certificate) <input type="checkbox"/> Collection or set of Contracts or similar proofs of engagement (e.g. digital correspondence on job parameters, photo/ copy of professional fee voucher) for freelance work or productions spanning at least 3 years 			
NOTE:			
<ul style="list-style-type: none"> • Original, photocopied, or digital copy of the above-mentioned documents shall be presented to the assessor upon the interview. • Digital copies must be stored in flash drive or external drive. 			

I declare that these portfolio evidences presented are true and correct.

Candidate's signature over printed name

Presentation of the Portfolio

Each document or work in the portfolio will need to be supported by a statement which outlines:

- The purpose of the document
- How the document relates to the requirements of the units of competency/Qualification
- Information about those who have contributed or can verify evidence (Names, address, contact numbers and items of evidence with which they have been involved).
- Show links between each piece of evidence so that they build a picture of your competence.

The PORTFOLIO must be organized and submitted in a legal-size folder and arranged in the following order:

1. Cover Sheet
2. Application Form (TESDA-OP-CO-05-F26)
3. The index of evidence
4. The evidences (appropriately numbered/ labeled)
5. Information of people who contributed or can verify evidence

NOTE:

Every evidence to be submitted as part of the Portfolio shall be accompanied by this document which shall be used for validating the contents.

CANDIDATE'S NAME	
COMPANY	
TITLE OF QUALIFICATION APPLIED FOR	FILM AND VIDEO POSTPRODUCTION NC III
DATE SUBMITTED	

Title of document	
Purpose of the document	
How the document relates to the unit of competency or the Qualification	

REFERENCE	
Name	
Address	
Contact No(s).	
E-mail address	
Company	
Company address	
Tel. Number(s)	
Designation	
Signature	