

CUFSOU301A

Unit Descriptor

Prepare audio assets

This unit describes the performance outcomes, skills and knowledge required to prepare audio assets for inclusion in interactive media.

No licensing, legislative, regulatory or certification requirements apply to this unit at the time of endorsement.

Employability Skills

This unit contains employability skills.

Application of the Unit

The size of an enterprise or project determines who undertakes the role described in this unit. In a large-scale environment, the person responsible for this task would typically be supervised by an audio asset creator or audio engineer and an audio programmer or interactive media author.

In a radio station, the prime focus of the task involves converting radio programs into podcast material or in a form appropriate to streaming or downloading, and this may be a dedicated role under the supervision of a producer.

In a smaller enterprise or project, an audio programmer, interactive author or audio/sound engineer would absorb this task into their role.

In all cases, they are collaborating closely with other team members.

Skills associated with other aspects of audio/sound production at this level are covered in:

- CUFSOU201A Assist with sound recordings
- CUFSOU204A Perform basic sound editing.

Unit Sector

No sector assigned

ELEMENT

PERFORMANCE CRITERIA

- | | |
|---------------------------|--|
| 1. Identify audio assets. | 1.1 Obtain analogue or digital sources of audio.
1.2 Identify the source file formats .
1.3 Identify the output purpose, destination and platform .
1.4 Discuss with relevant personnel the required output file format and audio codecs for specified bandwidths.
1.5 Discuss with relevant personnel the appropriate audio encoding software . |
| 2. Prepare audio assets. | 2.1 Open appropriate audio encoding software and load audio file.
2.2 Eliminate or treat defects on sound recordings.
2.3 Equalise sound output levels where necessary.
2.4 Ensure duration of audio sequences meets that required by the specification, and adjust if necessary.
2.5 Determine and apply appropriate audio codecs.
2.6 Batch optimise audio files where possible.
2.7 Save files in appropriate output file format using standard naming conventions. |

3. Package audio assets.
 - 3.1 Assign **metadata tags** if required.
 - 3.2 Group files logically in folder system using standard naming conventions.
 - 3.3 Store in share drive or repository for production team access.

REQUIRED SKILLS AND KNOWLEDGE

This describes the essential skills and knowledge and their level, required for this unit.

Required skills

- communication and literacy skills sufficient to interpret and clarify written or verbal instructions
- ability to work as a member of a production team, both independently on assignment and under direction
- technical skills sufficient to:
 - use audio software to prepare audio sequences for inclusion in interactive media
 - manage files using standard naming conventions
 - apply appropriate metadata tags to describe files
- self-management and planning skills sufficient to:
 - prioritise work tasks
 - meet deadlines
 - seek expert assistance when problems arise.

Required knowledge

- industry knowledge, including:
 - roles and responsibilities of project team members, e.g. designers, content creators, information architects, programmers and coders
 - basic understanding of the relationship between the technical and creative aspects and requirements of interactive media projects
 - features of a range of delivery platforms
 - basic understanding of what happens when audio files are compressed for inclusion in interactive media products
 - appropriate codecs for various platforms and destinations
 - digital audio source and output formats
 - equalisation techniques
- techniques for saving and preparing digital audio output to optimise file size
- OHS standards as they relate to working for periods of time on computers
- OHS principles of safe listening (including safeguards against hearing loss).

RANGE STATEMENT

The range statement relates to the unit of competency as a whole. It allows for different work environments and situations that may affect performance. Bold italicised wording, if used in the performance criteria, is detailed below. Essential operating conditions that may be present with training and assessment (depending on the work situation, needs of the candidate, accessibility of the item, and local industry and regional contexts) may also be included.

Source file formats may include:

- WAV
- AIFF
- AU
- MP3
- WMA
- AAC (Apple lossless)
- OGG.

Purposes may include:

- audio sequences, e.g.:
 - SFX (sound effects)
 - music
 - foley
 - atmospherics
 - dialogue
 - additional dialogue, e.g. rerecorded and narration
- audio sequences incorporated into a:
 - website
 - podcast
 - game
 - learning object
 - interactive application
 - animation.

Destinations may include:

- computer-based playback software, e.g. iTunes
- downloading server
- internet audio players, e.g.:
 - Quicktime
 - Windows Media Player
 - RealPlayer
- progressive downloading (buffering) server
- streaming server.

Platforms may include:

- CD
- digital audio players (e.g. iPod, MP3)
- DVD
- games console
- internet
- kiosk
- mobile phone
- PDA (personal digital assistant).

Relevant personnel may include:

- audio engineer
- clients
- producer
- programmers and technical support people
- supervisor
- other specialist creative and administrative personnel as appropriate.

Output file formats include:

- AAC (advanced audio coding)
- AMR-NB
- Apple lossless
- MP3
- RAM
- WMA.

Audio codecs may include:

- bit depth
- bit sampling rates
- mono or stereo
- standardised and preset codecs.

Audio encoding software may include:

- audio editing tools, e.g.:
 - Audacity
 - Adobe Audition
 - Pro Tools
- specialised audio compression tools.

Metadata tags may include:

- album
- artist
- defaults
- description
- episode
- resolution
- track
- version.

EVIDENCE GUIDE

The evidence guide provides advice on assessment and must be read in conjunction with the performance criteria, required skills and knowledge, range statement and the Assessment Guidelines for the Training Package.

Overview of assessment

Critical aspects for assessment and evidence required to demonstrate competency in this unit

Evidence of the following is essential:

- preparation of a range of audio sequences to be included in interactive media products that meet appropriate technical specifications
- proficient use of audio encoding software.

Context of and specific resources for assessment

Assessment must ensure:

- access to industry-current audio encoding software
- access to appropriate learning and assessment support when required
- the use of culturally appropriate processes, and techniques appropriate to the oracy, language and literacy capacity of the assessee and the work being performed.

Method of assessment

A range of assessment methods should be used to assess practical skills and knowledge. The following examples are appropriate for this unit:

- direct questioning combined with review of portfolios of evidence and third-party workplace reports of on-the-job performance
- evaluation of audio assets prepared by the candidate on a number of occasions
- written or verbal questioning to test knowledge of codecs for various platforms and understanding of file compression.

Guidance information for assessment

Holistic assessment with other units relevant to the industry sector, workplace and job role is recommended, for example:

- CUFDIG301A Prepare video assets.