OCR
Oxford Cambridge and RSA

Unit Title:	**Audio software**
OCR unit number:	4
Level:	1
Credit value:	2
Guided learning hours:	15
Unit reference number:	K/502/4389

Unit purpose and aim

This is the ability to use a software application designed to record and edit audio sequences. This unit is about the skills and knowledge needed by an IT User to use a range of basic audio software tools and techniques appropriately to record and edit straightforward or routine audio sequences. Any aspect that is unfamiliar will require support and advice from others.

Learning Outcomes	Assessment Criteria	Examples
The learner will: 1 Use audio hardware and software to capture sequences	The learner can: 1.1. Identify the input device and associated software to use 1.2. Use input devices and built-in audio software to record information to meet needs 1.3. Identify the file format used by the input device 1.4. Store and retrieve sequences using pre-set file formats, in line with local guidelines and conventions where available	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)
2 Use audio software tools to combine and edit sequences	2.1. Identify the audio editing software to use for the file format 2.2. Cut and paste short sequences to meet needs 2.3. Combine information of different forms or from different sources, in line with any copyright constraints 2.4. Identify copyright constraints on using others' information	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

Learning Outcomes	Assessment Criteria	Examples
		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 audio sequences	3.1. Identify appropriate playback software to use for the sequence 3.2. Identify the display device to use for the sequence 3.3. Select and use appropriate combination of software and display device to playback audio sequences 3.4. Adjust playback and display settings so that sequences are presented to meet needs	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 that that at this level audio software tools and techniques will be 'basic' because:

- the software tools and functions involved will be pre-defined or commonly used

- the range of inputting, manipulation and outputting techniques are straightforward or routine; and

- the document type and structure will be predetermined or familiar.

See the Assessment and postal moderation section of the ITQ Centre Handbook.

Evidence requirements

Candidates must complete the Evidence Checklist without gaps for this unit ..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).