Modification history

Release	Comments
Release 1	This version released with AHC Agriculture, Horticulture and Conservation and Land Management Training Package Version 5.0.

AHCNAR2XX	Capture digital media for fieldwork
Application	This unit of competency describes the skills and knowledge required to use compact cameras, mobile phones and tablets to capture and record basic digital media in the field, store and perform basic digital editing. The unit applies to individuals who work in conservation and land management sector under supervision and exercise limited autonomy with some accountability for own work. This includes undertaking defined activities and work in a structured context. No licensing, legislative or certification requirements apply to this unit at the time of publication.
Prerequisite Unit	Nil
Unit Sector	Natural Area Restoration (NAR)

Commented [RB1]: Digital media in this context refers to basic photographs, video, video with audio and audio to be used in newsletters, record of work performed, YouTube content, website content, audio of bird/animal calls for id back at work. etc.
Stakeholder advice required as to whether this is acceptable terminology.

Elements	Performance Criteria
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
1. Prepare to take digital media	1.1 Determine the purpose and intended purpose of digital media 1.2 Confirm imagery and audio specification for subject, purpose and workplace requirements 1.3 Source and follow work health and safety policies and procedures 1.4 Ensure permits and releases have been obtained according to workplace procedures and copyright requirements
2. Identify and select equipment	2.1 Select digital capture device suitable for the intended purpose 2.2 Select and prepare accessories to use with digital capture device 2.3 Select, install and check digital capture equipment for power and correct operation 2.4 Transport and store equipment and accessories to prevent damage
3. Record digital media	3.1 Implement safety controls and safe work practices 3.2 Set up digital capture device according to operator instructions 3.3 Select digital capture device settings to suit conditions and subject 3.4 Compose and sequence imagery and audio according to the subject, situation and purpose of the shoot 3.5 Capture digital media according to operator instructions and intended purpose 3.6 Check captured digital media it is fit for purpose 3.6 Use capture techniques for subject, environment and purpose 3.7 Record field notes according to workplace procedures
4. Perform basic editing, store and catalogue digital media files	4.1 Transfer digital media from camera to storage device according to workplace procedures 4.2 Edit digital media using basic software according to intended purpose 4.2 Name digital image files according to workplace naming convention 4.3 Check, edit and enter metadata according to workplace procedures 4.4 Maintain imagery records and filing system according to workplace procedures and copyright requirements

Foundation Skills

This section describes those language, literacy, numeracy and employment skills that are essential for performance in this unit of competency but are not explicit in the performance criteria.

Skill	Description
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Commented [RB2]: RB to complete after confirmation of Performance Criteria

Unit Mapping Information

Code and title current version	Code and title previous version	Comments	Equivalence status
AHCNAR2XX Capture digital media for fieldwork	New	New	No equivalent unit

Links	Companion Volumes, including Implementation Guides, are available at VETNet: https://vetnet.education.gov.au/Pages/TrainingDocs.aspx?q=c6399549-9c62-4a5e-bf1a-524b2322cf72

TITLE	**Assessment requirements for AHCNAR2XX Capture digital media for fieldwork**

Performance Evidence

An individual demonstrating competency must satisfy all of the elements and performance criteria in this unit.

There must be evidence that, on at least one occasion, the individual has captured digital media in the field using compact camera, smart phone or tablet for any two of the following media types:
- still photographs
- video
- video with audio
- audio

There must also be evidence that the individual has:
- determined the purpose and requirements of the imagery
- ensured that permissions and releases have been obtained for planned work
- followed work health and safety policies and procedures
- selected, transported and stored the digital capture devices and accessories for work
- set up and adjusted digital capture device settings to obtain planned outcomes
- recorded field notes according to purpose and workplace procedures
- transferred photographs from camera
- edited digital media to achieve performance required
- named and stored images and metadata according to workplace procedures and copyright requirements.

Knowledge Evidence

An individual must be able to demonstrate the knowledge required to perform the tasks outlined in the elements and performance criteria of this unit. This includes knowledge of:
- basic digital capture devices used in the field, including:
  - compact cameras
  - mobile smart phones
  - wireless touch screen personal computer (tablet)
- simple digital media and its use in conservation and land management, including:
  - still photographs
  - video and video with audio
  - audio
- basic methods of photography, photographic techniques and audio capture applicable to field work
- legal requirements for capturing and using digital images and audio, including:
  - copyright
  - privacy and model releases
  - site access and permission to use images and audio
  - releases
  - environmental protection relating to taking photos for fieldwork
- work health and safety hazards, risks and controls
- purpose, setting up and operation of digital capture devices used in fieldwork
- principles of digital photography
- principles of video
- principles of audio capture
- media and methods used for documenting conservation activities
- managing digital media files, including:
  - files names
  - storing and transferring files
  - managing image metadata
- use of basic software applications to manipulate digital images and audio files.

Assessment Conditions

Assessment of skills must take place under the following conditions:

Assessment Conditions
- physical conditions: - skills must be demonstrated in the field or an environment that accurately represents workplace conditions   - resources, equipment and materials: - digital capture device and accessories   - specifications: - use of specific workplace procedures and forms for permissions and releases   - use of manufacturer's operating instructions for specific digital devices   - use of workplace specifications for media purpose   Assessors of this unit must satisfy the requirements for assessors in applicable vocational education and training legislation, frameworks and/or standards.

Links	Companion Volumes, including Implementation Guides, are available at VETNet: https://vetnet.education.gov.au/Pages/TrainingDocs.aspx?q=c6399549-9c62-4a5e-bf1a-524b2322cf72