REPUBLIC OF KENYA

NATIONAL OCCUPATIONAL STANDARDS

FOR

BROADCAST JOURNALIST

KNQF LEVEL 6

ISCED OCCUPATIONAL STANDARD CODE; 0321 654B

TVET CDACC
P.O. BOX 15745-00100
NAIROBI

EDIT BROADCAST PROGRAM

UNIT CODE: ME/OS/BJ/CR/03/6/B

UNIT DESCRIPTION

This unit specifies the competencies required to edit broadcast program**.** It involves determining broadcast editing hardware and software, determining audio and video formats, editing audio programs, editing video programs, packaging audio stories, packaging video stories, editing multi-media programs and archiving broadcast content.

ELEMENTS AND PERFORMANCE CRITERIA

ELEMENT These describe the **key outcomes** which make up **workplace function**.	PERFORMANCE CRITERIA These are **assessable** statements which specify the required level of performance for each of the elements. ***(Bold and italicized terms are elaborated in the range)***
1. Determine broadcast editing hardware and software	1.1 Broadcast editing tools are identified as per the SOPs. 1.2 Scope of the editing task is determined based on workplace requirements. 1.3 Broadcast editing hhardware is selected. 1.4 Broadcast editing software is selected.
2. Determine audio and video formats	2.1 Compatibility of file formats and hardware are established as per the SOPs. 2.2 Compatibility of file formats and software are established as per the SOP. 2.3 Audio and videos formats are established as per the SOPs.
3. Edit audio files	3.1 ***Aaudio programs*** are identified. 3.2 Scripts for audio programs are analyzed according to organizational guidelines. 3.3 Audio files are imported from the source as per the SOPs. 3.4 Imported audio files are edited on the selected softwareas per the SOPs. 3.5 Edited audio programs are exported in a compatible format as per the SOPs.
4. Edit video files	4.1 ***Videoprograms*** are identified. 4.2 Scripts for video programs are analyzed. 4.3 Video file are imported from the source as per the SOPs. 4.4 Imported video files are edited as per the SOPs. 4.5 Edited video programs are rendered/exported as per the SOPs.
1. Package audio stories	5.1 Broadcast platforms are established based organizational structure. 5.2 Storage devices and their capacity are established.

		5.3 Audio files are packaged based on the channel.
2.	Package video stories	6.1 Broadcast platforms are established based organizational structure. 6.2 Storage devices and their capacity are established. 6.3 Video files are packaged based on the channel.
3.	Edit multi-media programs	7.1.***Multi-media content*** are identified. 7.2.Scripts for multi-media programs are prepared as per the SOPs. 7.3.Multimedia processes and tools are established as per the SOPs. 7.4.Multimedia editing processes are executed as per the SOPs.
4.	Archive broadcast content	8.1.Broadcast content is established based on the organizational objectives. 8.2.***Storage facilities*** are established based on the organizational structure. 8.3.Broadcast content is digitized based on the format. 8.4.Digitized content is catalogued as per work place guideline. 8.5.Digitized content is encrypted as per work place guideline.

RANGE

This section provides work environments and conditions to which the performance criteria apply.
It allows for different work environment and situations that will affect performance.

Variable	Range
1. Audio programs may include but not limited to:	• News • Interviews • Music • Commercials • Dramas • Documentaries
2. Video programs may include but not limited to:	• News • interviews • music • Commercials
3. Multi-media content may include but not limited to:	• Graphics • Audio • Video • Text

4. Storage facilities may include but not limited to:	(SD cards - Hard-disk - Servers - Cloud - DV-CAMS

REQUIRED SKILLS AND KNOWLEDGE
This section describes the skills and knowledge required for this unit of competency.

Required skills

The individual needs to demonstrate the following skills:
- Communication
- ICT
- Interpersonal
- Public relations
- Planning
- Creativity
- Innovation
- Multi-media
- Good judgement
- Analytical

Required knowledge

The individual needs to demonstrate knowledge of:
- Media regulations and policies
- Media code of ethics
- Security and safety
- Current affairs
- Technological savvy

EVIDENCE GUIDE
This provides advice on assessment and must be read in conjunction with the performance criteria, required skills and knowledge and range.

1. Critical Aspects of Competency	Assessment requires evidence that the candidate:
	1.1 Demonstrated the ability to
	1.2 Determined multimedia editing hardware and software.
	1.3 Determined multimedia formats
	1.4 Demonstrated the ability to edit audio files
	1.5 Demonstrated the ability to edit video files
	1.6 Demonstrated the ability to edit text and graphics files

		1.7 Archived multimedia content

2.	Resource Implications	The following resources should be provided:
		    2.1 Access to relevant workplace where assessment can take place
		    2.2 Appropriately simulated environment where assessment can take place

3.	Methods of Assessment	Competency may be assessed through:
		    3.1 Interview
		    3.2 Observation
		    3.3 Written tests
		    3.4 Produced package

4.	Context of Assessment	Competency may be assessed on:
		    4.1 On the job
		    4.2 Off the job
		    4.3 During industrial attachment

5.	Guidance information for assessment	Holistic assessment with other units relevant to the industry subsector, workplace and job roles is recommended.