

Overview

This standard is about editing recorded source material to meet creative requirements. This is likely to be for music but could also apply to other audio sources. It is likely to involve material that has been recorded during multiple takes.

This standard includes identifying editing requirements and expectations, selecting areas of audio that need editing, using accurate editing techniques, maintaining procedures to avoid deterioration and documenting, labelling, saving and archiving files.

This standard is for recording engineers, editing engineers, mastering engineers, mix engineers and programmers who edit audio material to meet the creative brief.

Performance criteria

You must be able to:

1. collect information from relevant sources about editing requirements and expectations
2. measure the overall timing assess the content of audio takes against requirements and expectations
3. select sections from the range of takes available that will give required results when edited
4. identify areas of audio that require editing or cleaning
5. use editing solutions which resolve problems and improve audio
6. remove unwanted noise and adjust timing, pace and tempo errors using accurate editing techniques
7. operate computer based digital editing systems, menus and parameters in line with software developers' instructions
8. create and produce corrections and improvements to audio files without any obvious deterioration of materials
9. ensure audio does not deteriorate or degrade during editing, transfer and import
10. piece together final version from different takes that reflect required specification for quality and timing
11. resolve problems with equipment and outputs that are within your levels of responsibility as they occur
12. refer any problems that you cannot resolve to appropriate people without delay
13. communicate with relevant people about progress
14. document and label files using industry-accepted labelling systems
15. save and archive edits as new audio files alongside original audio copy
16. make sure you follow accepted practice so that your work will be useable by others without requiring further work or preparation
17. make safe and secure recall and archive of edits
18. reset and tidy equipment when work is complete

Knowledge and understanding

You need to know and understand:

1. sources of information on editing requirements including the creative brief
2. how to operate and use editing functions on a computer-based digital editing program
3. ways in which digital editing parameters are used
4. how to prepare and manage digital editing menus and parameters
5. mono, stereo, and other multi-channel formats
6. the importance of preserving original audio content
7. how to use critical listening skills to identify required edits
8. how to use appropriate elements of musical organisation in own work
9. how to assess quality, timing, pace and tempo
10. how to recognise intervals, chords, scales and chord progressions commonly used in selected styles
11. common editing problems associated with many editing scenarios
12. basic editing solutions to improve and repair audio material and remove problems including coughs and sneezes
13. procedures for ensuring audio material does not deteriorate or degrade
14. timekeeping and tempo relationships
15. who to communicate with and how and when to do so including performers, colleagues and supervisors
16. the differences between editing live content and when there are multiple takes
17. the purpose of, and how to assemble, small drum and percussion edits to present perfect timekeeping of original
18. how to save edited content and DAW files in their original state including use of WAV, AIFF, (file formats) DVD, DVD RAM, Digital removable HD CADDY, TAPE, DAT, CD, External HD
19. how to restore and verify edited material
20. how to use menus and parameters to transfer and import audio
21. accepted practice relating to editing techniques, quality of outputs and methods of archiving so your work can be accessed and used by others without requiring further work or preparation

Edit audio material to meet creative requirements

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