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## Overview

This standard is about working with assets and putting them into the formats required for the different stages of production. It involves transcoding, using file transfer software, managing latency and an awareness of the effects of codec and compression rates. It requires a continuous focus on the production workflow and the effect of different formats on current and future quality, including avoiding problems caused by repeated transcoding.

This standard is could apply to anyone involved with formatting assets during post production.

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## Performance criteria

### *You must be able to:*

1. use information from reliable sources to identify requirements for the assets you are working with
2. transcode assets into formats that will meet quality requirements for current and later stages of production
3. use formats that will avoid problems caused by repeated transcoding
4. use systems and installation hardware in line with manufacturers' instructions
5. use file transfer software in line with developers' instructions
6. check that latency will not have an adverse effect on outputs
7. follow defined file structure conventions in line with organisational requirements
8. seek advice and support when required
9. produce assets for viewing that are compatible with clients' viewing software
10. deliver your work within the time and quality parameters of the workflow

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## Knowledge and understanding

### *You need to know and understand:*

1. production workflow requirements and where to obtain information on them
2. the other people involved and their expectations for asset formats
3. how to assess quality parameters and deliver to required quality
4. the compatibilities and formats required when transcoding
5. how to manage the variables and problems that can be caused by repeated transcoding
6. the system and naming conventions to use to ensure version control
7. the quality and other implications of different codecs and compression rates
8. the formats of assets required for different stages of production
9. how to produce assets in different formats
10. how assets will be delivered and exported
11. the implications of latency and how to manage it
12. the final deliverable of the assets
13. the impact the final deliverable will have on how content is shot and recorded
14. where and how files will be stored
15. the benefits of making more formats than required
16. the software clients will use for viewing
17. the aspect ratio required for archive media
18. how to resolve issues with non-compatible formats
19. reliable sources of advice and support

SKSDP5

Manipulate assets to meet the requirements of the production workflow



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