



Republic of Rwanda
Ministry of Education



RTB | RWANDA
TVET BOARD

VIDEO AND PHOTO PRODUCTION

FPAPV501

PRODUCE VIDEO AND PHOTO

RQF Level: 5

Learning Hours



Credits: 7

Sector: ARTS and CRAFT

Trade: FINE and PLASTIC ARTS

Module Type: Specific

Curriculum: ARCFP5001-TVET Certificate 5 in FINE and PLASTIC ARTS

Copyright: © Rwanda TVET Board, 2024

Issue Date: June 2024

2024-25

Purpose statement	The Video and Photo Production Module is designed to equip students from level four with the essential skills and knowledge required to produce high-quality photo and video. This module focuses on planning photo/video shoot, perform lighting, set camera, shoot photo and videos, perform photo editing and Perform Video editing. The goal is to prepare students to create compelling visual media that can communicate ideas, evoke emotions, and engage diverse audiences.					
Delivery modality	Training delivery		100%	Assessment		Total 100%
	Theoretical content		30%	Formative assessment	30%	50%
	Practical work:		70%		70%	
	Group project and presentation	20%				
	Individual project /Work	50%				
			Summative Assessment			50%

Elements of Competency and Performance Criteria

Elements of competency	Performance criteria
1. Plan photo/video shoot	1.1. The photography and videography theme are properly identified based on its types
	1.2. The shot list is properly made based on its element
	1.3. The schedule is properly prepared according to its elements and techniques
	1.4. The photo and video shoot budget are properly prepared based the budget elements
2. Perform lighting	2.1. The lights are properly identified based on the types of mood
	2.2. The lighting equipment are properly selected in coherence to their effects
	2.3. The lighting is properly setup based on its techniques
3. Set camera	3.1. The types of camera and accessories are properly selected according to their use
	3.2. The camera is properly mounted in following camera mounting procedure
	3.3. The camera parameters are properly set based on photography/ their

	elements
4. Shoot photo/ videos	4.1. The camera position is properly set based on types of shots and angles
	4.2. The subjects are properly guided to pose based photography poses and tips
	4.3. The photo/video elements are properly framed based on the composition rules
	4.4. The photo is properly shot based on photography techniques
	4.5. The subject is properly shot or tracked according to the types of shots or camera movements
	4.6. The audio is properly captured based on techniques of audio recording
	4.7. The photos/video are properly stored based on digital Stewardship
	4.8. Camera and accessories are properly stroke based on procedure
5. Perform photo editing	5.1. Photos are properly edited based on editing procedure/ process
	5.2. Photo composition is properly performed base on the techniques
	5.3. The photos are properly stored based on Digital Asset Management
6. Perform Video editing	7.1 . Footages are properly edited based on editing process
	7.2 Video compositing is properly performed according to its techniques
	7.3 Videos are properly exported based on exporting procedures

Intended Knowledge, Skills and Attitude

Knowledge	Skills	Attitude
✓ Describe knowledge of principles of design ✓ Describe knowledge of photo editing ✓ Describe knowledge of video editing ✓ Describe knowledge of color	✓ Communication skills. ✓ Proficiency in video editing software. ✓ Camera operation and framing.	✓ Creativity to generate new innovative idea of visual concept. ✓ Passion and Curiosity in experimenting with different

theory and management ✓ Describe the lighting knowledge ✓ Describe knowledge on graphic production ✓ Identify script interpretation techniques to uncover elements of the story. ✓ Describe the subject posing principles ✓ Visualize Storyboard to illustrate key scenes and shots ✓ Master camera operation of different types to understand settings, shot types, camera movements. ✓ Describing composition and framing to capture well visual appealing video ✓ Audio recording and editing knowledge ✓ Configuration of video editing software.	✓ Scriptwriting. ✓ Storytelling techniques skills ✓ Time management. ✓ Color grading and correction. ✓ Audio recording ✓ Collaboration with clients. ✓ Budgeting and resource management.	style, continuous development and adaptation to future concern for videographers. ✓ Professionalism in prioritizing delivering high-quality work, meeting deadlines, and maintaining a positive reputation, fostering trust and confidence. ✓ Adaptability in diverse shooting environments, handle unexpected challenges, and adjust to evolving industry trends and technologies.
--	---	---

Course content

Learning outcomes	At the end of the module the learner will be able to: 1. Plan photo and video shoot 2. Perform lighting 3. Set camera 4. Shoot photo and video
--------------------------	---

	5. Perform photo editing 6. Perform video editing
Learning outcome 1: Plan photo/video shoot	Learning hours: 5
Indicative content	
• Identification of photography/ videography theme ✓ Types of themes + Narrative themes + Emotional themes + Social & cultural themes + Environmental themes + Psychological themes + Historical & political themes + Abstract and conceptual themes ✓ Types photography + Nature photography + People photography + Manmade photography ✓ Types of videography + Documentary videos + Promotional videos + Animated videos + Cinematic videos • Preparation of shot list ✓ Elements of shot list + Scene reference + Types of shots + Types of footages	

- + Camera angles
- + Camera moves
- + Audio types
- + Subject
- + Shot description

- **Schedule Preparation**

- ✓ Main types of schedules commonly used in video/photo production

- + Pre-Production Schedule
- + Production Schedule
- + Post-Production Schedule

- ✓ Shooting Schedule key elements

- + Tasks/ activities
- + Duration
- + Dependencies
- + Milestones
- + Resources
- + Baseline
- + Gantt chart

- ✓ Scheduling Techniques

- + Time Management
- + Coordination and Communication
- + Flexibility and Adaptability

- **Preparation of budget**

- ✓ Elements of budget

- + Pre-Production expenses
- + Production expenses
- + Post-Production expenses

Resources required for the learning outcome	
Equipment	High-performance computer, Printer
Materials	Software License, Pen, Pencils, Masking tape, Paper
Tools	Software and Memory card reader
Facilitation techniques	Brainstorming, Demonstration, Individual and group work, Practical exercise, Individualized, Field visit and Group discussion
Formative assessment methods	Written assessment, Oral presentation, and Performance assessment

Learning outcome 2: Perform lighting	Learning hours: 10
Indicative content	
• Identification of light ✓ Light sources + Natural Light + Artificial Light ✓ Types of lighting + Key lighting + Fill lighting + Back/rim lighting + Ambient lighting + Bounce lighting + Dynamic lighting ✓ Light quality + Hard Light + Soft Light + Warm light + Cool light + Bright light + Dim light ✓ Types of moods	

- + Romantic
- + Dramatic
- + Mysterious
- + Joyful
- + Melancholic
- + Horror
- + Peaceful
- + Dynamic

- **Selection of lighting equipment**

- ✓ Types of lights

- + Incandescent lights
 - + Fluorescent lights
 - + LED lights
 - + High-intensity discharged lights
 - + Specialty lights

- ✓ Lighting equipment

- + Continuous Lighting
 - + Strobe Lighting
 - + Light Modifiers
 - + Lighting Stands and Mounts
 - + Reflectors
 - + Power and Control
 - + Accessories

- ✓ Lighting equipment specifications

- + Power Consumption
 - + Color Temperature
 - + Beam Angle
 - + Size and Weight
 - + Mounting Options

✓ Lighting range

+ Dimming Range

+ Trigger Range

- **Setting up lighting**

✓ Fundamental Lighting Techniques

+ Three-Point Lighting (key light, fill light and back light)

+ Two-point lighting

✓ Advanced Techniques

+ Side lighting

+ High-key lighting

+ Low-key lighting

✓ Basic Principles

+ Light Direction

+ Light Quality

+ Color Temperature

+ Light Intensity

✓ Placement and control

+ Light stands

+ Light meters

+ Triggers

+ Flags and gobos

Resources required for the indicative content

Equipment	High-performance computer, Printer, Camera, External backup, Tripods, DMX controller, Camera body, Camera lens, Lighting equipment, External flash unit, Remote shutter release, soft boxes
Materials	Software License, Pen, Pencils, Masking tape, Paper
Tools	Filter, Gaffer tapes, grey card, Light bulbs, Software, Reflectors
Facilitation techniques	brainstorming, Demonstration, Individual and group work, Practical exercise, Field visit and

	Group discussion
Formative assessment methods	Written assessment, Oral presentation and Performance assessment

Learning outcome 3: Set camera	Learning hours: 5
Indicative content	
• Selection of camera types and accessories ✓ Camera use 📷 Professional Uses 📷 Capturing Memories 📷 Scientific and Technological Uses ✓ Types of cameras 📷 DSLR (Digital Single-Lens Reflex) Cameras 📷 Mirrorless Cameras 📷 Compact Cameras (Point-and-Shoot) 📷 Bridge Cameras 📷 Medium Format Cameras 📷 Instant Cameras 📷 Action Cameras 📷 Smartphone Cameras 📷 Camcorders 📷 Cinema Cameras 📷 360-Degree Cameras 📷 Webcams 📷 Drones 📷 Underwater Cameras ✓ Camera accessories (arrange in categories or classes) 📷 Flash Lights 📷 Lenses	

-  Lens Filters
-  Tripods and Monopods
-  Camera Bags and Cases
-  Memory Cards
-  External Flash Units
-  Light Modifiers
-  Batteries and Chargers
-  Remote Shutter Releases
-  Camera Straps and Harnesses
-  Lens Hoods
-  Cleaning Kits
-  External Microphones
-  External Monitors and Viewfinders
-  Gimbals and Stabilizers
-  Camera Remote Controls
-  Lens Adapters
-  Lens Caps and Lens Rear Caps
-  Camera Rain Covers and Weather Sealing Accessories
-  Camera Strap Accessories (Quick Release Plates, Strap Extenders)

- **Camera mounting**

- ✓ Camera mounting Procedures
 -  Gather your equipment
 -  Prepare the mounting surface
 -  Attach the mount
 -  Attach the camera to the mount
 -  Level and adjust the camera
 -  Adjust the camera mount
- ✓ Common types of camera mounts
 -  Tripod Mounts

-  Handheld Mounts
-  Gimbal Mounts
-  Camera Straps
-  Special Purpose Mounts

✓ Main categories of camera mounts

-  Support Mounts
-  Positioning Mounts
-  Carrying Mounts

• **Setting of Camera parameter**

✓ Camera Mode

-  Auto mode
-  Program mode
-  Aperture priority mode
-  Shutter priority mode
-  Manual mode

✓ Frame rate

✓ Exposure Settings

-  ISO
-  Aperture
-  Shutter speed

✓ Focus setting

-  Autofocus (AF) Mode
-  Manual focus mode

✓ White balance

-  Auto White Balance (AWB)
-  Preset White Balance

 Custom White Balance

✓ Metering mode

 Evaluative (Matrix) Metering

 Center-Weighted Metering

 Spot Metering

✓ Drive Mode

 Single Shot

 Continuous/Burst Mode

 Self-Timer

 Interval Timer

✓ Image format files

 GIF

 PNG

 JPEG

 TIFF

 SVG

✓ Audio files

 MP3

 M4A

 WAV

✓ Types of video files

 MP4

 MOV

 AVI

 WMV

 AVCHD

✚ WebM

✚ FLV

✓ Key features photo and video file Format

✚ Container

✚ Codec

✚ Frame rate

✚ Frame size

✚ Resolution

✚ Aspect ratio

✚ Bitrate

✓ Elements photography

✚ Light

✚ Color

✚ Composition

✚ Texture

✚ Shape and Form

✚ Contrast

✚ Perspective

✚ Lines

✚ Space

✚ Movement

✚ Depth of Field

✚ Pattern

✚ Balance

✚ Emotion and Storytelling

Resources required for the indicative content

Equipment

High-performance computer, Printer, Camera, External backup, Tripods, DMX controller, Camera body, Camera lens, Lighting equipment, External flash unit, Gimbal, Steadicam, Drone, GPS receiver, Remote shutter release, soft boxes, Headphone, Video capture, Video

	mixer, Microphone, Audio interface, Projector, Jib, Dolly, Track, Inter-com, Recorder
Materials	Software License, Pen, Pencils, Masking tape, Paper
Tools	Filter, Gaffer tapes, grey card, Light bulbs, Software, Memory card reader, Screw drivers, Light meter, Battery charger, Reflectors
Facilitation techniques	Brainstorming, Demonstration, Individual and group work, Practical exercise, Field visit and Group discussion
Formative assessment methods	Written assessment, Oral presentation, and Performance assessment

Learning outcome 4: Shoot photo/video	Learning hours: 20
Indicative content	
• Setting up camera position ✓ Types of shot  Extreme Wide Shot (EWS)  Wide Shot (WS)  Medium Shot (MS)  Medium Close-Up (MCU)  Close-Up (CU)  Extreme Close-Up (ECU)  Over-the-Shoulder Shot (OTS)  Point of View Shot (POV) ✓ Camera angles  Eye Level  High Angle  Low Angle  Dutch Angle ✓ Steps to Set Camera Position  Plan the Shot  Position the Camera  Fine-Tune the Composition	

 Capture the Image

- **Guiding to pose subjects**

- ✓ General Posing Principles

-  Posture

-  Weight Distribution

-  Head Tilt

-  Arm Placement

-  Hand Placement

- ✓ Types of poses in photography

-  Portrait poses (Headshots, full-body poses and candid poses)

-  Fashion poses (editorial, catalogue and accessories focus poses)

-  Couple and group poses (couple, family and group poses)

-  Artist and conceptual poses (silhouette, abstract and expression poses)

-  Child and family poses

-  Environment (space& place, Interaction with surrounding and activity-based poses)

- **Elements of framing photo & video**

- ✓ Types of composition

- ✓ Composition rules

-  Rule of Thirds

-  Leading Lines

-  Symmetry and Balance

-  Framing

-  Fill the Frame

-  Rule of Odds

-  Negative Space

- ✓ Parts of photo

-  Subject

 Foreground

 Background

 Mid ground

✓ Parts of video

 Audio

 Video/footage

✓ Elements of photography & videography

✓ Principles of photography & videography

- **Shooting photos**

✓ Shooting procedure

 Prepare

 Set up

 Capture

 Review

✓ Photography techniques (focus, exposure)

- Shooting/Tracking subject

✓ Types of camera movements

 Pan

 Tilt

 Zoom

 Dolly/Tracking

 Crane/Jib

 Steadicam

 Handheld

 Aerial

 Pedestal

-  Trucking/Trucking in/Out
-  Whip Pan/Swish Pan
-  Zoom in/Out with Movement
-  Rack Focus/Pull Focus
-  Push/Pull
-  Crash Zoom

✓ Tracking techniques

-  Manual Tracking
-  Tripod Tracking
-  Dolly Tracking
-  Crane or Jib Tracking
-  Drone Tracking
-  Automated Tracking

✓ Technical Considerations

-  Stability
-  Focus
-  Speed
-  Framing

• Capturing audio

- ✓ Types of audios
- ✓ Audio parameters
- ✓ Types of microphones
- ✓ Audio equipment and accessories

-  Microphones (dynamic, condensed, ribbon, tube, shotgun, lavalier, boundary, boom mic, wireless and contact microphones)
-  recorders
-  Audio recording accessories

✓ Microphone Placement

-  Boom Pole
-  Lavalier Placement
-  Ambient Microphones

✓ Monitoring

-  Audio monitoring equipment
-  Audio monitoring techniques

✓ Sound Environment

-  Location Scouting
-  Soundproofing
-  Wind Protection

• **Storing photos/video**

✓ Backup Strategy

-  Multiple Copies
-  Regular Backups

✓ Storage Devices

-  External Hard Drives
-  Network Attached Storage (NAS)
-  Cloud Storage

✓ File Organization

-  Folder Structure
-  File Naming
-  Metadata

• **Dismounting Camera and accessories**

✓ Safety Procedures

-  Personal Protective Equipment (PPE)
-  Workspace

Tools

✓ Health Precautions

 Ergonomics

 Ventilation

 Hygiene

✓ Environmental Considerations

 E-Waste Management

 Hazardous Materials

 Minimize Waste

✓ Steps for Dismantling a Camera and Accessories

 Preparation

 Power Off and Disconnect

 External Components

 Internal Components

 Handling Sensitive Parts

 Sorting and Disposal

Resources required for the indicative content

Equipment	High-performance computer, Camera, External backup, Tripods, DMX controller, Camera body, Camera lens, Lighting equipment, External flash unit, Gimbal, Steadicam, Drone, GPS receiver, Remote shutter release, soft boxes, Headphone, Video capture, Video mixer, Microphone, Audio interface, Projector, Jib, Dolly, Track, Inter-com, Recorder
Materials	Software License, Pen, Pencils, Paper
Tools	Filter, Gaffer tapes, grey card, Light bulbs, Software, Memory card reader, Screw drivers, Back up drivers, colorimeters, Laser Alignment tools, Light meter, Battery charger, Reflectors
Facilitation techniques	Brainstorming, Demonstration, Individual and group work, Practical exercise, Field visit and Group discussion
Formative assessment methods	Written assessment, Oral presentation and Performance assessment

Indicative content

• **Photo editing**

✓ Photo editing workflow

-  Importing and Organizing
-  Culling and Selecting
-  Basic Adjustments
-  Local Adjustments
-  Color Correction and Grading
-  Exporting and Sharing

✓ Photo editing software

-  Adobe Photoshop
-  Adobe Light room
-  Capture One Pro
-  Affinity Photo
-  GIMP (GNU Image Manipulation Program)
-  Canva
-  Corel PaintShop Pro
-  Pixlr

✓ Photo editing techniques

-  Color Correction and Adjustment
-  Exposure Adjustment
-  Crop and Composition
-  Retouching and Healing
-  Sharpening and Detail Enhancement
-  Creative Effects and Filters
-  Selective Editing and Masking
-  HDR Imaging
-  Black and White Conversion

- **Perform photo compositing**

- ✓ Photo Compositing Steps

-  Plan Your Composite
 -  Set Up Your Document
 -  Add and Arrange Elements
 -  Blend and Adjust Elements
 -  Add text/ use of fonts
 -  Add Effects and Details
 -  Review and Refine
 -  Export and Save

- ✓ Photo compositing techniques

-  Layer Masking
 -  Blending Modes
 -  Perspective Matching
 -  Lighting and Shadow Matching
 -  Color Grading and Adjustment
 -  Depth and Atmosphere
 -  Object Extraction and Selection
 -  Texture and Detail Enhancement
 -  Special Effects and Creative Elements
 -  Final Touches and Refinement

- ✓ Applications of Photo Compositing

-  Advertising
 -  Digital art
 -  Film
 -  Photography

- **Photo storing**

- ✓ File Format

-  Compressed
-  Uncompressed

✓ Storage Media

-  External Hard Drives
-  Solid State Drives (SSDs)
-  Network Attached Storage (NAS)
-  Cloud Storage

✓ Organization

-  Folder Structure
-  Naming Conventions

✓ Metadata

-  IPTC (International Press Telecommunications Council) Data

Resources required for the indicative content

Equipment	High-performance computer, Printer, Camera, External backup
Materials	Software License, Pen, Pencils, Paper, Canvas photo prints, Metal Photo Prints, Acrylic Photo Prints, Glass Photo Prints, Luster Photo, Paper Glossy Photo Paper, Semi-Gloss Paper, Wood Prints
Tools	Software, Memory card reader, Screw drivers, back up drivers
Facilitation techniques	Brainstorming, Demonstration, Individual and group work, Practical exercise, and Group discussion
Formative assessment methods	Written assessment, Oral presentation and Performance assessment

Learning outcome 6: Perform video editing

Learning hours: 15

Indicative content

- **Editing of Footages**

- ✓ Importing Footage

-  Transfer video files

-  Organize files into folders

- ✓ Setting Up Project

-  Create a new project

-  Create sequence

- ✓ Creating a Rough Cut

-  Assemble your clips

-  Trimming clips (optional)

- ✓ Refining the Edit

-  Add transitions

-  Adjust audio levels

-  Add music

-  Incorporate sound effects.

- ✓ Adding Supplementary footage

-  B-Roll

-  Cutaways

- ✓ Color Correction and Grading

-  Adjust color balance, exposure, contrast, and saturation

-  Apply color grading

- ✓ Audio Mixing

-  Use audio effects

- ✓ Adding Titles and Graphics

-  Create and insert titles, lower thirds

-  Use motion graphics templates

- ✓ Finalizing the Edit

-  Transitions

 Effects

✓ Exporting

 Choose the Right Format

 Export Settings

✓ Archiving

 Storage Media

 Backup Strategy

 Metadata and Labeling

• **Performed video compositing**

✓ Video compositing techniques

 Layering and Masking

 Transitions and Blending Mode

 Motion Tracking

 Green Screen

✓ Video compositing Workflow and Considerations

 Planning and Storyboarding

 Source Video Quality

 Synchronization

 Color Correction and Grading

✓ Applications of Video compositing

 Film and Television Production

 Advertising and Marketing

 Education and Training

 Multimedia Presentations

 Web and Mobile Content

- **Exporting video**

- ✓ Video Exporting Process

-  Timeline Setup

-  Export Option

-  Final Review

- ✓ Export Requirements

-  Resolution

-  Aspect Ratio

-  Frame Rate

-  Codec and Format

- ✓ Delivery Methods

-  Direct Upload

-  File Transfer Services

-  Physical Media

Resources required for the indicative content

Equipment	High-performance computer, Printer, Camera, External backup, Headphone, Video capture, Video mixer, Microphone, Audio interface, Projector, Recorder
Materials	Software License, Pen, Pencils, Paper
Tools	Software, Memory card reader, Screw drivers, back up drivers
Facilitation techniques	Brainstorming, Demonstration, Individual and group work, Practical exercise, Field visit and Group discussion
Formative assessment methods	Written assessment, Oral presentation and Performance assessment

Integrated/Summative assessment

Integrated situation

IREBE fashion located in Nyarutarama-Kigali, has planned an opening show that will seamlessly blend still photography and dynamic video content. The shooting is set in an open public space. As a video and photo producer, you are required to produce a photos album and 2 video for the event.

Instructions:

Task: Produce both photographic and video content for the IREBE Fashion Opening Show

- Submit soft copy of 100 photos
- Submit 2 videos:
 - Event Highlight Video: A 1-minute highlight of the event.
 - Full Event Video: A complete video of the entire event.
 - Both videos must be in HD quality.
- The entire project must be delivered within 2 days after the event

Resources

Tools	Software License, Pen, Pencils, Paper
Equipment	High-performance computer, Camera, External backup, Tripods, DMX controller, Camera body, Camera lens, Lighting equipment, External flash unity, Gimbal, Steadicam, Drone, GPS receiver, Remote shutter release, soft boxes, Headphone, Video capture, Video mixer, Microphone, Audio interface, Projector, Jib, Dolly, Track, Inter-com, Recorder
Materials/ Consumables	Filter, Gaffer tapes, grey card, Light bulbs, Software, Memory card reader, Screw drivers, back up drivers, colorimeters, Laser Alignment tools, Light meter, Battery charger, Reflectors

Assessable outcomes	Assessment criteria (Based on performance criteria)	Indicator	Observation		Marks allocation
			Yes	No	
Learning outcome 1: Plan photo/video shoot (10%)	1.1. Photo and video theme is identified	The theme was well respected			2
		Types of photography was identified			1
		Types of videography was identified			1
	1.2. Shot list is prepared	Shot list element are considered			2
	1.3. Schedule is prepared	Elements of schedule were considered			1
		Scheduling techniques were applied			1
	1.4. Budget is prepared	Budget elements were considered			1
		Production expenses are provided			1
Learning outcome 2:	2.1. Light is identified	The type of lighting is selected			2

Perform lighting (15%)		Light qualities are respected			1
		The type of mood was achieved			2
	2.2. Lighting equipment are selected	The types of lights are identified			2
		Lighting equipment/accessories are selected			1
		Equipment specifications are considered			1
	2.3. Lights are set	Light techniques are applied			2
		Lighting principle are followed			2
		Light placement and control are achieved			2
Learning outcome 3: Set camera (10%)	3.1. camera types and accessories are selected	The type of camera and its accessories are selected			2
	3.2. camera is mounted	Camera mounting procedures are respected			2
	3.3. Camera parameters set	Camera mode is selected			1
		The frame rate is selected			1
		The exposure settings are set			2
		The camera focus is set			2
Learning outcome 4: Shoot photo/video (25%)	4.1. Camera position	Thet types of Shots are selected			1
		Camera angles is selected			1
	4.2. subject poses are guided	The posing principles are respected			1
		The type poses are selected			1
	4.3. photo & video elements are framed	Composition rules are followed			2
		Photo parts are identified			1
		Video parts are identified			1
	4.4. photos and video are shot	The shooting procedure is followed			1
		Tracking techniques applied			1
		Exposure is identified			2
		Focus is identified			2
		The footage is stabilized			2
	4.6. Audio is captured	types of audios are identified			1
		Audio equipment			1

	4.7. Video and photo are stored	Audio quality is monitored			2
		The project backup is done			1
		The project files are named			1
	4.8. Cameras and accessories are dismantled	Safety procedures are followed			1
		Camera accessories are stroke			2
Learning outcome 5: Perform photo editing (20%)	5.1. photos are edited	Photo editing workflow is followed			3
		Photo editing software is selected			4
		Photo editing techniques are applied			2
	5.2. Photo compositing is performed	Photo composition steps are followed			2
		Photo compositing techniques are applied			3
	5.3. photos are stored	File format is selected			1
		The media are stored			3
		The naming convention is done			2
Learning outcome 6: Perform video editing (20%)	6.1. Footages are edited	The footages are imported			1
		Project setup			1
		Rough cut is created			2
		The edit is refined			1
		Adding Supplementary footage			1
		Color Correction and Grading are applied			2
		The audio effects are used			1
		Titles and Graphics are added			1
		Video transitions are added			1
		The file Format is selected			1
		Archive			1
	6.2. video compositing is performed	Video compositing techniques			2
		Video compositing Workflow			1
	6.3. video is exported	Timeline Setup			1
		Resolution			1
		Frame Rate			1
		File format			1

Total marks	100
Percentage Weightage	100%
Minimum Passing line % (Aggregate): 70%	

References

Cartwright, S., 2012. Pre-Production Planning for Video, Film, and Multimedia. Focal Press: Taylor & Francis.

Crawford, K., 2019. The Indie Filmmaker's Shot List. s.l.:Crawford House.

Freeman, M., 2007. The Photographer's Eye. assia: focal press.

Landau, D., 2014. Lighting for Cinematography. s.l.:Bloomsbury Academic.

Peterson, B., 2010. Understanding Exposure. s.l.:Crown Publishing Group, a division of Penguin Random House LLC.

Brown, B. (2016). Cinematography: Theory and Practice: Image Making for Cinematographers and Directors (3rd ed.). Routledge.

Rabiger, M., & Hurbis-Cherrier, M. (2020). Directing: Film Techniques and Aesthetics (6th ed.). Routledge.

Zettl, H. (2014). Sight, Sound, Motion: Applied Media Aesthetics (7th ed.). Cengage Learning.

Bordwell, D. (2007). The way Hollywood tells it: Story and style in modern movies. University of California Press.

Mercado, G. (2010). *The Filmmaker's Eye: Learning (and Breaking) the Rules of Cinematic Composition*. Focal Press.

Manovich, L. (2001). *The Language of New Media*. MIT Press.

Monaco, J. (2009). *How to Read a Film: Movies, Media, and Beyond* (4th ed.). Oxford University Press.

American Society of Cinematographers. (n.d.). *American Cinematographer Manual*. Retrieved from <https://theasc.com>

Hollyn, N. (2009). *The Film Editing Room Handbook: How to Tame the Chaos of the Editing Room*. Peachpit Press.

CreativeLive. (n.d.). *Photography and Video Production Courses*. Retrieved from <https://www.creativelive.com>

No Film School. (n.d.). *Filmmaking Tips and Techniques*. Retrieved from <https://nofilmschool.com>