Australian Government
Department of Education, Employment and Workplace Relations

CUESOU09B Manage and compile audio replay material

Revision Number: 1

INDUSTRY
SKILLS
COUNCILS
Creating Australia's Future

CUESOU09B Manage and compile audio replay material

Modification History

Not applicable.

Unit Descriptor

Unit descriptor	This unit describes the skills and knowledge required to compile sound effects and replay material from diverse sources and to replay those effects on cue in a live performance situation.
	No licensing, legislative, regulatory or certification requirements apply to this unit at the time of endorsement.

Application of the Unit

Application of the unit	People working as sound technicians apply the skills and knowledge described in this unit. Typically they are responsible for assembling the range of sound effects required during a live performance and ensuring that these are replayed in the correct sequence and required level during performances.
	The work often involves long or irregular hours and can be physically demanding. The ability to work cooperatively as part of a production team is essential.
	It is strongly recommended that this unit be assessed with or after the following unit: • CUESOU07B Apply a general knowledge of audio to work activities.
	This unit has linkages to a range of other audio units, and combined assessment and/or training with those units may be appropriate.

Licensing/Regulatory Information

Not applicable.

Pre-Requisites

Prerequisite units	

Employability Skills Information

Employability skills	This unit contains employability skills.

Elements and Performance Criteria Pre-Content

Elements describe the essential outcomes of a unit of competency.	Performance criteria describe the performance needed to demonstrate achievement of the element. Where bold italicised text is used, further information is detailed in the required skills and knowledge section and the range statement. Assessment of performance is to be consistent with the evidence guide.

Elements and Performance Criteria

ELEMENT	PERFORMANCE CRITERIA
1. Assess source materials	1.1. Liaise with relevant colleagues to determine production needs for **replay** materials 1.2. Identify sources of materials and ascertain availability 1.3. Prepare an accurate record of material noting source, content and duration required 1.4. Establish any copyright restrictions on **source materials** and seek clearance for use as required
2. Assemble source materials	2.1. Collect and collate pre-recorded materials and check correct versions and duration 2.2. Liaise with relevant colleagues to determine the most appropriate **replay mechanism** or platform 2.3. Ascertain hardware and software availability for duplication and recording
3. Duplicate and record materials	3.1. Correctly record voice using a range of devices 3.2. Correctly prepare an Edit Decision List (EDL) 3.3. Use appropriate techniques and equipment to record sources at different source levels 3.4. Use correct techniques and equipment to complete editing of tracks or cues 3.5. Make back-up materials using equipment correctly
4. Test and play materials on cue	4.1. Check final source material against show log 4.2. Correctly prepare replay equipment, sound levels and back-up hardware 4.3. Confirm cues with relevant colleagues 4.4. Play materials on cue

Required Skills and Knowledge

REQUIRED SKILLS AND KNOWLEDGE
This section describes the skills and knowledge required for this unit.
Required skills
literacy skills sufficient to interpret cue documentation and source materials
Required knowledge
• optimum recording levels for a range of devices • operating techniques for different recording devices, both digital and analogue • operating techniques for a range of audio equipment to complete a signal chain • safety issues associated with recording material • copyright, moral rights and intellectual property issues and legislation that impacts on the recording and replay of material • techniques for creation and adaptation of cue sheets

Evidence Guide

EVIDENCE GUIDE	
The Evidence Guide provides advice on assessment and must be read in conjunction with the performance criteria, required skills and knowledge, range statement and the Assessment Guidelines for the Training Package.	
Overview of assessment	
Critical aspects for assessment and evidence required to demonstrate competency in this unit	The following evidence is critical to the judgement of competence in this unit: • ability to correctly use equipment to record and edit source materials for use as audio effects in a live production • knowledge of recording and replay devices.
Context of and specific resources for assessment	The assessment context must provide for: • practical demonstration of skills through the recording and editing of sound effects for use in a live production • use of industry-current equipment.
Method of assessment	Assessment may incorporate a range of methods to assess performance and the application of essential underpinning knowledge, and might include: • evaluation of audio materials compiled/edited by the candidate • oral or written questioning to assess knowledge of equipment and techniques • review of portfolios of evidence and third party workplace reports of on-the-job performance by the candidate. Assessment methods should closely reflect workplace demands and the needs of particular groups (e.g. people with disabilities, and people who may have literacy or numeracy difficulties such as speakers of languages other than English, remote communities and those with interrupted schooling).
Guidance information for assessment	Assessment of this unit requires access to: • source materials • recording and replay devices.

Range Statement

RANGE STATEMENT	
The range statement relates to the unit of competency as a whole. It allows for different work environments and situations that may affect performance. Bold italicised wording, if used in the performance criteria, is detailed below. Essential operating conditions that may be present with training and assessment (depending on the work situation, needs of the candidate, accessibility of the item, and local industry and regional contexts) may also be included.	
Replay requirements may include:	- multi-tracking - music - sound effects - voice overs
Source materials may include:	- cassette - CD - live effects - musical instruments - radio and TV broadcasts - voice
Replay mechanisms or platforms may include:	- cassette decks - CD player - DAT machine - hard disk recorder - mini disk player - PC - reel-to-reel machines

Unit Sector(s)

Unit sector	

Competency field

Competency field	Media and entertainment production - audio/sound

Innovation and Business Skills Australia

Co-requisite units

Co-requisite units		