Australian Government

CUAAIR301 Present programs on air

Release: 1

CUAAIR301 Present programs on air

Modification History

Release	Comments
Release 1	This version first released with CUA Creative Arts and Culture Training Package version 2.0.

Application

This unit describes the skills and knowledge required to operate a panel and present live-to-air programs using a studio.

It applies to individuals who are responsible for presenting music-based programs, primarily working with some supervision and guidance.

No licensing, legislative or certification requirements apply to this unit at the time of publication.

Unit Sector

Media and entertainment production – on-air presentation

Elements and Performance Criteria

ELEMENT	PERFORMANCE CRITERIA
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
1. Prepare for broadcasts	1.1 Organise presentation material so it can be accessed easily during on-air sessions
	1.2 Exercise voice to prepare for on-air sessions
	1.3 Check equipment is fully operational and refer faults or problems to relevant personnel
	1.4 Make a smooth transition from previous program, if required
2. Mix audio inputs	2.1 Mix audio inputs correctly using the studio mixing panel, taking sound characteristics of studio into account
	2.2 Prevent extraneous sounds from going to air
	2.3 Cue and play presentation material according to program running sheets

ELEMENT	PERFORMANCE CRITERIA
	2.4 Handle equipment operational problems safely, promptly and effectively throughout on-air sessions
	2.5 Brief and cue studio guests as required
3. Present programs	3.1 Use presentation style consistent with radio conventions and enterprise requirements
	3.2 Present material in a natural and conversational manner and interact with studio guests in a way that engages listeners
	3.3 Recover from presentation errors and respond to equipment malfunctions with minimum disruption to program flow
	3.4 Respond to studio directions as required
4. Wrap up broadcast session	4.1 Time presentation material to transition smoothly to next program, if required
	4.2 Save, archive and document relevant material according to enterprise procedures
	4.3 Leave studio in an orderly state
	4.4 Reflect on own performance and identify areas for improvement

Foundation Skills

This section describes language, literacy, numeracy and employment skills incorporated in the performance criteria that are required for competent performance.

Skill	Performance Criteria	Description
Learning	4.4	• Uses self-evaluation as a strategy to identify own learning needs
Reading	1.1, 2.3, 3.1, 4.2	• Interprets textual and numerical information to identify broadcast and station requirements
Writing	4.3	• Uses clear language to complete logs, fault reports and relevant workplace documents
Oral Communication	1.3, 2.5, 3.1, 3.2, 3.4	• Speaks clearly and with appropriate emphasis on tone and volume to engage audience and liaise with others • Uses questioning and listening techniques to obtain feedback and exchange instructions
Numeracy	4.1	• Calculate program times to ensure smooth transitions between programs

Navigate the world of work	1.2, 2.4, 3.1, 4.2, 4.3	• Understands work health and safety requirements for vocal health • Complies with station procedures and requirements
Interact with others	1.3, 2.5, 3.1, 3.2, 3.4	• Works collaboratively with others to achieve program objectives
Get the work done	1.1, 1.3, 2.4, 3.3, 3.4, 4.1, 4.2, 4.3	• Plans, organises and implements tasks required to achieve requirements • Recognises and takes responsibility for addressing problems with equipment prior to broadcast and on-air, and knows when to refer problems to relevant personnel • Uses technology to assist with broadcasting sessions

Unit Mapping Information

Code and title current version	Code and title previous version	Comments	Equivalence status
CUAAIR301 Present programs on air	CUFAIR301A Present radio programs	Updated to meet Standards for Training Packages. Title changed and performance criteria reworded slightly for clarity.	Equivalent unit

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.education.gov.au/Pages/TrainingDocs.aspx?q=1db201d9-4006-4430-839f-382ef6b803d5