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CUAAIR412 Refine on-air presentation techniques

Release: 1

CUAAIR412 Refine on-air presentation techniques

Modification History

Release	Comments
Release 1	This version first released with CUA Creative Arts and Culture Training Package version 5.0.

Application

This unit describes the skills and knowledge required to present a wide range of material while managing audio inputs and outputs in a complex studio environment, using different presentation techniques and illustrating an understanding of audience behaviour.

The unit applies to those who operate with a high level of autonomy, and also work as members of a production team contributing to overall program planning and production.

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. Build repertoire of presentation techniques	1.1 Develop improvisation techniques for varying content, audience appeal and pace of programs 1.2 Develop a repertoire of ways to present material of a repetitious or regular nature 1.3 Develop a repertoire of different ways to introduce and discuss music items 1.4 Analyse recorded practice sessions and develop skills in presenting voice reports, conducting talkback sessions and moving smoothly from one program item to the next
2. Prepare for live broadcasts	2.1 Assemble presentation material prior to commencement of sessions 2.2 Check presentation material complies with required legislation

ELEMENT	PERFORMANCE CRITERIA
	and broadcasting codes of practice
	2.3 Apply vocal techniques and exercises required for vocal health
	2.4 Check equipment is fully operational and safe, and refer faults to required personnel
3. Apply presentation techniques to material	3.1 Use different presentation techniques to ensure natural flow of material
	3.2 Forward promote segments in a way that encourages the audience to stay listening
	3.3 Recover from presentation errors and equipment malfunction with minimum disruption to program flow
	3.4 Conduct talkback sessions in collaboration with required personnel
	3.5 Integrate live voice reports from the field
	3.6 Respond cooperatively to studio direction, headphone cues and computer screen information according to organisational procedures
4. Mix audio inputs	4.1 Produce required level and tonal balances, mixing audio inputs through the studio panel
	4.2 Prevent extraneous sounds not intended for broadcast from going to air
	4.3 Cue and play presentation material according to program running sheets
	4.4 Identify equipment operational problems promptly and manage throughout on-air sessions
	4.5 Brief and cue studio guests as required according to program requirements
	4.6 Operate talkback facility, taking into account the effect of the delay system if required
	4.7 Employs accurately timed transitions between presentation material leading up to crosses and live feeds
5. Wrap up sessions	5.1 Plan and time presentation material, ensuring smooth transition to the following program
	5.2 Archive and document presentation material in line with organisational procedures
	5.3 Identify areas for own improvement using self-reflection and feedback from required personnel

Foundation Skills

This section describes those language, literacy, numeracy and employment skills that are essential to performance but not explicit in the performance criteria.

SKILL	DESCRIPTION
Learning	• Identifies areas for skill development using self-reflection and feedback from others
Numeracy	• Calculates time required for smooth transitions between programs
Oral communication	• Applies flexibility in aural spoken skills • Obtains information by listening and questioning • Delivers dialogue in ways that engage listeners
Reading	• Interprets and comprehends information in workplace documentation
Writing	• Completes documentation according to organisational requirements
Problem solving	• Solves equipment problems or refers to others, as required
Self-management	• Applies organisational procedures and required regulations associated with job role • Uses appropriate communication practices and strategies to keep listeners interested • Adopts a methodical and logical approach to planning, presenting and evaluating broadcasts • Follows directions needed to achieve requirements
Teamwork	• Works collaboratively with others

Unit Mapping Information

Supersedes and is equivalent to CUAAIR402 Present a wide range of material on air.

Links

Companion Volume Implementation Guide is found on VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=1db201d9-4006-4430-839f-382ef6b803d5