CUAPPM312 Plan and prepare program content

Release: 1

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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 plan and prepare content for different broadcast media programs. It involves identifying and planning content requirements, developing and collating content, and finalising content according to production requirements.

The unit applies to those who work on pre-recorded or live media programs where the target audience and program style have already been defined. They work autonomously within clear guidelines, typically with a producer or director supervising program preparation.

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

Unit Sector

Media and entertainment production – Production planning and management

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. Plan content	1.1 Confirm program profile requirements and identify items that meet requirements in consultation with required personnel
	1.2 Establish deadlines for preparation of material in consultation with required personnel
	1.3 Identify sources of information for program content that meet program requirements
	1.4 Identify back-up items to cover unforeseen shortfalls in content
	1.5 Assess material for compliance with applicable laws and regulations and resolve issues within scope of own role and in consultation with required personnel
	1.6 Book production facilities and equipment required for program

ELEMENT	PERFORMANCE CRITERIA
	content preparation
2. Collate content for program	2.1 Write draft content as required using conventions of writing broadcast copy
	2.2 Seek feedback on draft copy from required personnel and revise as required
	2.3 Collect items from other team members as required
	2.4 Determine sequence for program items that meets program requirements
	2.5 Prepare running sheets and document timing of all items within time allocated to program
	2.6 Submit presentation material and completed documentation to required personnel by agreed deadlines
3. Contribute to post-program evaluation	3.1 Participate in post-program debriefing session about completed program content
	3.2 Note areas for improvement in own area of responsibility and create action plan as required
	3.3 Note ideas for future program content and follow up as required

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	• Evaluates ideas and identifies possible strategies that improve work performance
Numeracy	• Measures time and fits required content into allocated program running sheet using basic calculations
Oral communication	• Clearly expresses ideas using language applicable to audience and context • Clarifies and confirms information and seeks feedback using listening and questioning skills
Reading	• Reads information in documentation and determines and plans required program content • Interprets laws and regulations of different complexity
Writing	• Updates program running sheets using clear, specific language and industry-related terminology • Legibly produces simple copy for program, recording key information using style, format and writing conventions that meet production

SKILL	DESCRIPTION
	requirements
Planning and organising	• Plans and implements routine tasks and workload with assistance from others • Makes routine decisions about program assembly tasks, including program sequence and timing • Selects material of technical quality that meets program requirements using aural and visual discrimination skills
Self-management	• Meets expectations of own role and responsibilities and deadlines • Follows organisational procedures and required regulations • Manages time and meets established deadlines
Teamwork	• Works collaboratively with others in establishing program outcomes

Unit Mapping Information

Supersedes and is equivalent to CUAPPM302 Plan and prepare program content.

Links

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