Australian Government

CUAPPM414 Produce programs and program segments

Release: 1

CUAPPM414 Produce programs and program segments

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 produce television and radio programs and program segments that can be pre-recorded, presented live-to-air or re-purposed for online access. It involves undertaking pre-production activities, producing programs and program segments, and contributing to further program planning.

The unit applies to those who apply knowledge of audience behaviour to generate creative ideas, and produce programs and program segments for various broadcast media.

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. Undertake pre-production	1.1 Brief required personnel on program content and production requirements 1.2 Determine strategies that address technical, artistic and safety aspects of production in collaboration with required personnel 1.3 Confirm research undertaken for programs meets production requirements 1.4 Confirm program material complies with required legislation and broadcasting codes of practice 1.5 Ensure program material is prepared and structured according to production requirements 1.6 Identify and organise interviewees, contributors and talent that

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ELEMENT	PERFORMANCE CRITERIA
	meet production requirements 1.7 Identify back-up items for covering unforeseen shortfalls in program content
2. Produce program segments	2.1 Confirm production facilities are operational and required personnel are in position according to production requirements 2.2 Record program material for segments in line with running sheets 2.3 Review recorded program segments and confirm production requirements are met, re-recording as required 2.4 Complete program segment documentation according to organisational procedures 2.5 Submit program segments for broadcast to required personnel
3. Produce programs	3.1 Confirm production facilities are operational and required personnel are in position according to production requirements 3.2 Provide presenters with advice, direction and feedback, and confirm broadcast quality and interaction with interviewees, contributors and talent meets production requirements 3.3 Cue guests and other content as required 3.4 Monitor production and refer technical problems to required personnel as required 3.5 Monitor pace and flow of programs and take action where necessary according to production requirements 3.6 Include time at end of live broadcasts and ensure presenters respond to issues that arise 3.7 Submit programs for broadcast to required personnel
4. Contribute to program planning and evaluation	4.1 Debrief with required personnel and evaluate programs in line with production requirements 4.2 Complete production documentation and store production resources according to organisational and production requirements 4.3 Ensure production location is returned to original or improved condition 4.4 Identify suggestions for improvement and note for future use 4.5 Generate ideas for programs that represent fresh angles and perspectives on topics likely to engage, entertain and inform audiences 4.6 Discuss ideas with required personnel and seek approval for implementing ideas into future production

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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
Numeracy	• Calculates with whole numbers and routine fractions, decimals or percentages
Oral communication	• Discusses objectives of program with others and confirms understanding using listening and questioning skills • Participates in verbal exchange of ideas regarding conceptual and technical aspects of productions using appropriate, industry-specific and clear language
Reading	• Evaluates program and segment options using knowledge gained and information interpreted in different forms
Writing	• Conveys explicit requirements in developed material and ideas using clear, specific and industry terminology
Initiative and enterprise	• Recognises and takes responsibility for production problems • Makes aesthetic and technical decisions and maintains program flow and audience engagement • Develops new concepts from evaluation and feedback
Planning and organising	• Plans and produces programs and segments in logical and systematic method and manages required communication • Initiates program concepts and monitors development steps
Self-management	• Meets requirements of own role and associated responsibilities and coordinates with others as required • Takes responsibility for adherence to industry laws and regulations • Complies with organisational expectations • Participates in evaluation processes and identifies future improvements
Teamwork	• Collaborates with creative and technical personnel • Provides assistance and feedback to others • Engages in discussions with others and elicits feedback using selected communication methods

Unit Mapping Information

Supersedes and is equivalent to CUAPPM404 Produce programs and program segments and supersedes and is not equivalent to CUAPPM408 Floor manage studio shoots.

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Links

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

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