



Australian Government

CUARES201 Collect and organise content for broadcast or publication

Release: 1

CUARES201 Collect and organise content for broadcast or publication

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 compile routine information for broadcast or publication.

It applies to individuals who work under close supervision and are responsible for assisting with the preparation of routine content for media programs, interactive media products, websites, social media and print publications.

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

Unit Sector

Knowledge Management – Research

Elements and Performance Criteria

ELEMENT	PERFORMANCE CRITERIA
<i>Elements describe the essential outcomes.</i>	<i>Performance criteria describe the performance needed to demonstrate achievement of the element.</i>
1. Locate information	1.1 Confirm information requirements with relevant personnel 1.2 Access information sources relevant to production requirements 1.3 Check credibility and reliability of information sources 1.4 Refer material that could breach laws and codes of practice to relevant personnel 1.5 Obtain information in a culturally appropriate way
2. Organise information	2.1 From information gathered, select items that meet production requirements 2.2 Highlight key sections of written information to assist with the

ELEMENT	PERFORMANCE CRITERIA
	writing of scripts, narration or copy 2.3 Write brief notes about information that has been gathered verbally 2.4 Submit information to relevant personnel within the agreed timeframe
3. Maintain information sources	3.1 Maintain and continually update a system for information sources and contacts 3.2 Take steps to minimise health risks when using screens and keyboards for extended periods 3.3 File information so that it can be retrieved easily 3.4 Continually monitor information sources to maintain currency of information in line with production requirements 3.5 Evaluate information collection processes for future 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
Reading	1.2, 1.3, 2.2, 3.3, 3.4	<ul style="list-style-type: none"> Interprets textual information for specific purposes and verifies content Reviews information to identify key sections to assist others
Writing	1.4, 2.3, 3.1, 3.3, 3.4	<ul style="list-style-type: none"> Records material collected orally using clear language, correct spelling, grammar and terminology Maintains and updates information in workplace records
Oral Communication	1.1, 3.1	<ul style="list-style-type: none"> Uses specific and relevant language to convey information to others Uses listening and questioning techniques to clarify information and confirm understanding
Navigate the world of work	1.3-1.5, 3.2	<ul style="list-style-type: none"> Understands own role and responsibilities and the need to meet deadlines Follows enterprise practices, protocols and procedures for information gathering and authentication

Interact with others	1.1, 1.4, 3.1	<ul style="list-style-type: none"> Follows accepted communication methods and practices to discuss information requirements Maintains and sources industry contacts
Get the work done	1.2, 1.3, 1.4, 2.1-2.3, 3.1-3.5	<ul style="list-style-type: none"> Plans and methodically implements routine tasks with supervision from others Makes routine decisions about information sources and collection methods Selects items that meet production requirements and organises information to suit content and method of final publication Checks information sources to ensure content continues to meet production requirements Continually improves collection processes Uses digital tools to complete research tasks

Unit Mapping Information

Code and title current version	Code and title previous version	Comments	Equivalence status
CUARES201 Collect and organise content for broadcast or publication	CUFRES201A Collect and organise content for broadcast or publication	Updated to meet Standards for Training Packages. Minor edits to performance criteria.	Equivalent unit

Links

Companion Volume implementation guides are found in VETNet -

<https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=1db201d9-4006-4430-839f-382ef6b803d5>