



Australian Government

CUASOU304 Prepare audio assets

Release: 1

CUASOU304 Prepare audio assets

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 prepare audio assets for inclusion in broadcasting, games and interactive media.

It applies to individuals who prepare and package audio content into formats appropriate for various media distribution channels and interactive products.

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

Unit Sector

Media and Entertainment Production – Audio/Sound

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. Identify audio assets	1.1 Obtain analogue or digital sources of audio and identify the source file formats 1.2 Clarify output purpose, destination and platform 1.3 Discuss with relevant personnel the required output file format and audio codecs for specified bandwidths 1.4 Discuss with relevant personnel the appropriate audio encoding software
2. Prepare audio assets	2.1 Open appropriate audio encoding software and load audio file 2.2 Eliminate or treat defects on sound recordings 2.3 Equalise sound output levels where necessary 2.4 Check duration and quality of audio sequences meet production

ELEMENT	PERFORMANCE CRITERIA
	requirements, and adjust if necessary 2.5 Determine and apply appropriate audio codecs 2.6 Batch optimise audio files where possible 2.7 Save files in appropriate output file format using standard industry or enterprise naming conventions 2.8 Follow safe ergonomic practices when using screens and keyboards for long periods of time
3. Package audio assets	3.1 Assign metadata tags if required 3.2 Group files logically in folder system using standard industry or enterprise naming conventions 3.3 Archive and store in share drive or repository for production team access

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, 2.4	<ul style="list-style-type: none"> Interprets information to determine standards and job requirements
Writing	2.7, 3.1, 3.2	<ul style="list-style-type: none"> Uses clear language and terminology to identify and group files
Oral Communication	1.3, 1.4	<ul style="list-style-type: none"> Uses clear language to contribute information Obtains information by listening and questioning
Numeracy	2.4	<ul style="list-style-type: none"> Uses basic calculations to measure time
Navigate the world of work	2.7, 2.8, 3.2, 3.3	<ul style="list-style-type: none"> Accepts responsibility for tasks within boundaries of own role Meets organisational expectations in performance of task
Interact with others	1.3, 1.4	<ul style="list-style-type: none"> Follows accepted communication methods and practices in discussions with project team members
Get the work done	1.1, 1.2, 2.1-2.7, 3.2	<ul style="list-style-type: none"> Makes decisions about audio asset requirements with guidance from others

		<ul style="list-style-type: none"> Uses digital tools to prepare, refine and package audio assets that meet interactive media requirements
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Unit Mapping Information

Code and title current version	Code and title previous version	Comments	Equivalence status
CUASOU304 Prepare audio assets	CUFSOU301A Prepare audio assets	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>