



Australian Government

CUASOU315 Compile audio material for broadcast

Release: 1

CUASOU315 Compile audio material for broadcast

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 prepare, record and edit short audio segments. It involves researching topics for audio material, confirming recording equipment is set up, and editing and submitting audio material according to production requirements.

The unit applies to those who are responsible for setting up equipment and recording audio material. The work is usually assignment-based and individuals usually receive clear instructions about production requirements.

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. Prepare to record audio material	1.1 Confirm safety and production requirements and deadlines with required personnel 1.2 Research topics and frame interview questions according to production requirements as required 1.3 Prepare questions that elicit information required for interview purpose and rehearse questions as required 1.4 Check portable audio recording equipment and accessories meet production requirements and report equipment faults to required personnel
2. Record audio material on location	2.1 Select and position microphone according to production requirements

ELEMENT	PERFORMANCE CRITERIA
	2.2 Conduct sound and level checks and ensure audio recording equipment is fully functional and recording 2.3 Record identification according to organisational procedures 2.4 Record audio material according to production requirements 2.5 Record ambient sound as bridging material for editing process as required 2.6 Dismantle audio recording equipment and check equipment is accounted for before leaving location
3. Edit audio material	3.1 Listen to recorded audio and identify required edits 3.2 Transfer audio material to computer or software 3.3 Edit audio material using software functions according to production requirements and timelines 3.4 Evaluate sound quality and content and identify problems by listening to edited material 3.5 Solve identified problems using editing software and seek advice as required 3.6 Save final edit in applicable file format
4. Submit edited material for broadcast	4.1 Complete documentation and submit edited material for approval from required personnel according to production requirements and timelines 4.2 Receive feedback from required personnel and adjust as required 4.3 Archive edited material according to organisational procedures

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
Oral communication	• Discusses project requirements with others • Elicits information and confirms understanding using listening and questioning techniques
Reading	• Interprets textual information and determines project context and requirements
Writing	• Composes and edits questions using selected vocabulary and structure for audience and purpose • Completes workplace documentation using clear and specific language

SKILL	DESCRIPTION
Initiative and enterprise	Identifies problems with audio quality, implements logical solutions and refines final product with input from others
Planning and organising	Takes responsibility for planning and organising own workload, sequencing tasks, selecting equipment and managing processes
Self-management	Complies with legislative requirements
Teamwork	Follows accepted communication methods and practices when collaborating with required personnel
Technology	Records and edits audio segments using digital systems and tools

Unit Mapping Information

Supersedes and is equivalent to CUASOU305 Compile audio material for broadcast.

Links

Companion Volume Implementation Guide is found on VETNet -

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