



**Australian Government**

**Department of Education, Employment and Workplace Relations**

# **CUSSOU202A Mix sound in a broadcasting environment**

**Revision Number: 2**

## CUSSOU202A Mix sound in a broadcasting environment

### Modification History

Release	Comments
Release 2	Created to fix formatting errors only. Released with CUS09 Music Training Package version 1.2

### Unit Descriptor

This unit describes the performance outcomes, skills and knowledge required to operate a broadcast studio panel.

### Application of the Unit

Panel operators at community broadcasting stations typically apply the skills and knowledge described in this unit. They are responsible for ensuring that all audio inputs are mixed smoothly in line with program requirements. They work closely with presenters and studio guests, providing them with cues prior to opening microphones.

More complex skills associated with the dual tasks of presenting information on air and operating a studio panel are covered in:

- CUFAIR301A Present radio programs.

### Licensing/Regulatory Information

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

### Pre-Requisites

Not applicable

### Employability Skills Information

Not applicable

## Elements and Performance Criteria Pre-Content

<i>Elements describe the essential outcomes of a unit of competency.</i>	<i>Performance criteria describe the performance needed to demonstrate achievement of the element. Where bold italicised text is used, further information is detailed in the required skills and knowledge section and the range statement. Assessment of performance is to be consistent with the evidence guide.</i>
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## Elements and Performance Criteria

ELEMENT	PERFORMANCE CRITERIA
1. Prepare for broadcast	1.1 Check studio <i>equipment</i> is safe and operational and replace any non-functioning equipment in line with station procedures before broadcast commences 1.2 Rectify simple technical faults and problems, referring those beyond one's own technical capability on to <i>relevant personnel</i> 1.3 Confirm in advance that all prerecorded material is ready for broadcast 1.4 Confirm that external sources required by the program are available from point of origin to studio panel desk 1.5 Check that arrangements for recording and linking live sources meet <i>production</i> requirements 1.6 Conduct sound check, and implement and document adjustments in line with station and <i>production requirements</i>
2. Mix audio inputs on air	2.1 Mix <i>audio inputs</i> through the studio panel to produce required sound level and tonal balances 2.2 Execute sound cues according to production requirements 2.3 Cue and play <i>presentation material</i> according to program schedule 2.4 Brief and cue studio guests as required 2.5 Deal with operational problems of equipment promptly and effectively throughout on-air sessions 2.6 Follow technical operational instructions from relevant personnel during live talkback sessions as required 2.7 Complete broadcast on time and hand over to next panel operator as required
3. Complete operations after broadcast	3.1 Save relevant material for archiving and future use in line with station procedures 3.2 Ensure surplus material is dealt with in line with station procedures 3.3 Complete <i>documentation</i> required by the broadcasting station 3.4 Check and clean equipment and work environment in line with station procedures 3.5 Notify relevant personnel of equipment faults in line with station procedures 3.6 Seek feedback from relevant personnel on own performance as a panel operator and note areas for

<b>ELEMENT</b>	<b>PERFORMANCE CRITERIA</b>
	improvement

## Required Skills and Knowledge

*This section describes the skills and knowledge required for this unit.*

### Required skills

- teamwork skills sufficient to work cooperatively with others in a broadcasting environment
- problem-solving skills sufficient to respond effectively to technical problems that arise in a live-to-air studio situation
- initiative and enterprise skills in the context of managing a range of audio inputs smoothly and efficiently in a live broadcast situation
- self-management and planning skills sufficient to:
  - wrap up technical aspects of a live broadcast or recording session within the allocated time
  - prioritise work tasks
  - meet deadlines
  - seek expert assistance when problems arise
- literacy skills sufficient to read and complete routine workplace documentation
- numeracy skills sufficient to time presentation material to fit within the allocated program time
- aural-discrimination skills sufficient to ensure that audio levels are consistent throughout the program
- technical skills sufficient to:
  - operate a basic broadcast studio panel
  - rectify simple technical faults that occur in a broadcast studio environment

### Required knowledge

- industry knowledge, including:
  - roles and responsibilities of personnel involved in the production process
  - issues and challenges that arise in the context of operating a studio panel live-to-air
  - radio conventions and terminology
- characteristics of sound in a broadcast studio environment
- basic understanding of the audio signal path from studio to listener
- issues and challenges that typically arise in the context of operating a studio panel in a live-to-air situation
- OHS requirements as they relate to the operations of a radio station, including safe noise levels

## Evidence Guide

*The Evidence Guide provides advice on assessment and must be read in conjunction with the performance criteria, required skills and knowledge, range statement and the Assessment Guidelines for the Training Package.*

<b>Overview of assessment</b>	
<b>Critical aspects for assessment and evidence required to demonstrate competency in this unit</b>	<p>Evidence of the ability to:</p> <ul style="list-style-type: none"> <li>• operate a basic broadcast studio panel on at least three occasions</li> <li>• operate the full range of audio inputs at the correct level in line with production requirements</li> <li>• integrate a number of different tasks simultaneously</li> <li>• interact effectively with presenters and studio guests</li> <li>• work cooperatively in a broadcast production environment.</li> </ul>
<b>Context of and specific resources for assessment</b>	<p>Assessment must ensure:</p> <ul style="list-style-type: none"> <li>• access to a basic broadcast studio</li> <li>• use of culturally appropriate processes, and techniques appropriate to the language and literacy capacity of learners and the work being performed.</li> </ul>
<b>Method of assessment</b>	<p>The following assessment methods are appropriate for this unit:</p> <ul style="list-style-type: none"> <li>• observation or video recording of the candidate operating a studio panel</li> <li>• evaluation of authenticated audio recordings of broadcasts where the candidate was the panel operator</li> <li>• written or oral questioning to test industry knowledge and characteristics of sound in a broadcast environment.</li> </ul>
<b>Guidance information for assessment</b>	<p>Holistic assessment with other units relevant to the industry sector, workplace and job role is recommended, for example:</p> <ul style="list-style-type: none"> <li>• CUFIND201A Develop and apply creative arts industry knowledge</li> <li>• CUFIND301A Work effectively in the screen and media industries</li> <li>• CUSSOU201A Assist with sound recordings</li> <li>• CUSSOU302A Record and mix a basic music demo.</li> </ul>

## Range Statement

*The range statement relates to the unit of competency as a whole. It allows for different work environments and situations that may affect performance. Bold italicised wording, if used in the performance criteria, is detailed below. Essential operating conditions that may be present with training and assessment (depending on the work situation, needs of the candidate, accessibility of the item, and local industry and regional contexts) may also be included.*

<p><b><i>Equipment</i></b> may include:</p>	<ul style="list-style-type: none"> <li>• audio playback equipment</li> <li>• CD players</li> <li>• computer technology and associated software</li> <li>• headphones</li> <li>• microphones:             <ul style="list-style-type: none"> <li>• condenser</li> <li>• dynamic</li> <li>• radio</li> <li>• lavalier</li> </ul> </li> <li>• off-air monitors</li> <li>• manual and automated studio panels</li> <li>• turntables</li> <li>• digital and analogue recording devices</li> <li>• sequence samplers.</li> </ul>
<p><b><i>Relevant personnel</i></b> may include:</p>	<ul style="list-style-type: none"> <li>• producers</li> <li>• presenters</li> <li>• announcers</li> <li>• program managers</li> <li>• broadcasters</li> <li>• station managers</li> <li>• volunteer coordinators</li> <li>• volunteers</li> <li>• clients</li> <li>• sales representatives</li> <li>• performers</li> <li>• studio guests</li> <li>• other technical staff</li> <li>• other specialist staff.</li> </ul>
<p><b><i>Productions</i></b> may include:</p>	<ul style="list-style-type: none"> <li>• documentaries</li> <li>• drama programs</li> <li>• commercials</li> <li>• print advertisements</li> <li>• sporting broadcasts</li> <li>• news and current affairs</li> </ul>



	<ul style="list-style-type: none"> <li>• music programs</li> <li>• talkback programs</li> <li>• live events and performances.</li> </ul>
<b><i>Production requirements</i></b> may include:	<ul style="list-style-type: none"> <li>• duration</li> <li>• style</li> <li>• content</li> <li>• budget</li> <li>• deadlines</li> <li>• timelines</li> <li>• location</li> <li>• audience</li> <li>• purpose</li> <li>• contractual</li> <li>• confidentiality</li> <li>• intellectual property</li> <li>• copyright</li> <li>• schedule</li> <li>• direct quotes</li> <li>• attributions</li> <li>• interviews in studio, telephone or prerecorded</li> <li>• technical</li> <li>• creative</li> <li>• OHS.</li> </ul>
<b><i>Audio inputs</i></b> may include:	<ul style="list-style-type: none"> <li>• live voice in studio</li> <li>• music</li> <li>• prerecorded material</li> <li>• cross to live broadcasts</li> <li>• telephone talkback.</li> </ul>
<b><i>Presentation material</i></b> may include:	<ul style="list-style-type: none"> <li>• music</li> <li>• prerecorded material, such as: <ul style="list-style-type: none"> <li>• interviews</li> <li>• announcements</li> <li>• sound grabs</li> <li>• intros and outros.</li> </ul> </li> </ul>
<b><i>Documentation</i></b> may include:	<ul style="list-style-type: none"> <li>• production schedules</li> <li>• log sheets</li> <li>• technical fault report sheets</li> <li>• Australasian Performing Rights Association (APRA) log.</li> </ul>

## **Unit Sector(s)**

Media and entertainment production - broadcasting