



Australian Government

CUAAIR311 Present programs on-air

Release: 1

CUAAIR311 Present programs on-air

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 operate a panel and present live-to-air programs using a studio.

The unit applies to those who are responsible for presenting music-based programs, primarily working with some supervision and guidance.

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

Unit Sector

Media and entertainment production – On-air presentation

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 for broadcasts	1.1 Organise presentation material for ease of access during on-air sessions 1.2 Warm-up voice for on-air sessions 1.3 Check equipment is fully operational and refer faults to required personnel 1.4 Make a smooth transition from previous program if required
2. Mix audio inputs	2.1 Mix audio inputs using the studio mixing panel, taking sound characteristics of studio into account 2.2 Prevent extraneous sounds from going to air 2.3 Cue and play presentation material according to program running sheets 2.4 Handle equipment operational problems safely and promptly throughout on-air sessions

ELEMENT	PERFORMANCE CRITERIA
	2.5 Brief and cue studio guests as required
3. Present programs	3.1 Employ presentation style consistent with radio conventions and enterprise requirements 3.2 Present material in a natural, conversational and engaging manner 3.3 Demonstrate swift recovery from presentation errors and responses to equipment malfunctions, with minimum disruption to program flow 3.4 Respond to studio directions as required
4. Wrap up and review broadcast session	4.1 Plan and time transitions between presentation material and next program if required 4.2 Archive and document material in line with organisational procedures 4.3 Leave studio in an orderly state 4.4 Reflect on own performance and identify areas for improvement

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
Learning	Identifies own learning needs using self-evaluation as a strategy
Numeracy	Calculate program times to ensure smooth transitions between programs
Oral communication	- Engages audiences and liaises with others - Obtains feedback and exchanges instructions using questioning and listening techniques
Reading	Interprets textual and numerical information to identify broadcast and station requirements
Writing	Uses clear language to complete logs, fault reports and required workplace documents
Problem solving	- Recognises and takes responsibility for addressing problems with equipment prior to broadcast and on-air - Refers problems to required personnel as required
Self-management	- Follows work health and safety requirements for vocal health - Complies with station procedures and requirements - Plans, organises and implements pre-broadcast, on-air and post-broadcast tasks

SKILL	DESCRIPTION
Teamwork	• Achieves program objectives by working collaboratively with others
Technology	• Uses technology to assist with broadcasting sessions

Unit Mapping Information

Supersedes and is equivalent to CUAAIR301 Present programs on air.

Links

Companion Volume Implementation Guide is found on VETNet -

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

Assessment Requirements for CUAAIR311 Present programs on-air

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Performance Evidence

The candidate must demonstrate the ability to complete the tasks outlined in the elements, performance criteria and foundation skills of this unit, including evidence of the ability to:

- present at least two on-air programs.

In the course of the above, the candidate must:

- operate a basic studio panel
- present information live-to-air in a conversational and natural manner
- mix and maintain audio levels at a consistent level throughout a program
- manage operational problems with equipment that occur prior to and during live-to-air program
- archive and document program materials according to station procedures.

Knowledge Evidence

The candidate must be able to demonstrate knowledge to complete the tasks outlined in the elements, performance criteria and foundation skills of this unit, including knowledge of:

- presentation materials that might be required for on-air sessions
- functions and operation of equipment used in a studio
- strategies to evaluate performance to improve techniques
- strategies for mitigating common challenges of presenting programs live-to-air
- presentation styles used in broadcasting information
- the basics of mixing audio inputs to achieve required sound
- vocal warm-up techniques
- enterprise processes for archiving and documenting material
- industry standard broadcasting standards and codes of practice
- radio conventions in relation to presentation styles and how they differ by station
- work health and safety requirements relating to the operations of a broadcast studio.

Assessment Conditions

Skills in this unit must be demonstrated in a workplace or simulated environment where the conditions are typical of those in a working environment in this industry.

This includes access to:

- a presenting studio environment
- presentation materials required for on-air sessions.

Assessors of this unit must satisfy the requirements for assessors in applicable vocational educational and training legislation, frameworks and/or standards.

Links

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