



Australian Government

CUAAIR402 Present a wide range of material on air

Release: 1

CUAAIR402 Present a wide range of material on air

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 present a wide range of material while managing audio inputs and outputs in a complex studio environment using a range of presentation techniques and solid understanding of audience behaviour and expectations.

It applies to individuals who operate with a fair degree of autonomy, and also work as members of a production team contributing to overall program planning and production.

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. Expand repertoire of presentation techniques	1.1 Develop techniques for ad libbing to vary content, audience appeal and pace of programs 1.2 Develop a repertoire of ways to present material of a repetitious or regular nature 1.3 Use different ways to introduce and discuss music items 1.4 Record and evaluate practice sessions to develop skills in presenting voice reports, conducting talkback sessions and moving smoothly from one program item to the next
2. Prepare for live broadcasts	2.1 Assemble presentation material prior to commencement of sessions

ELEMENT	PERFORMANCE CRITERIA
	2.2 Check presentation material complies with relevant legislation and broadcasting codes of practice 2.3 Exercise voice in preparation for sessions, while caring for vocal health 2.4 Check equipment is fully operational and safe, and refer faults or problems to relevant personnel
3. Present a range of material	3.1 Apply a range of presentation techniques to ensure a natural flow of material throughout sessions 3.2 Forward promote segments in a way that encourages the audience to stay listening 3.3 Recover presentation errors and respond to equipment malfunction with minimum disruption to program flow 3.4 Conduct talkback sessions in close collaboration with relevant personnel 3.5 Integrate live voice reports from the field 3.6 Respond cooperatively to studio direction and cues according to enterprise procedures
4. Mix audio inputs	4.1 Mix audio inputs through the studio panel to produce required level and tonal balances 4.2 Prevent extraneous sounds not intended for broadcast from going to air 4.3 Cue and play presentation material according to program running sheets 4.4 Deal with equipment operational problems promptly and effectively throughout on-air sessions 4.5 Brief and cue studio guests as required 4.6 Operate talkback facility, taking into account the effect of the delay system if necessary 4.7 Cross to live feeds, ensuring a smooth, accurately timed transition between presentation material leading up to crosses and live feeds
5. Wrap up sessions	5.1 Time presentation material to allow smooth transition to the following program, if required 5.2 Save, archive and document relevant material according to enterprise procedures 5.3 Reflect on own performance and seek feedback from colleagues to identify areas for 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
Learning	5.3	Uses self-reflection and feedback from others to identify areas for skill development
Reading	2.1, 2.2, 4.3, 5.2	Interprets and comprehends information in workplace documentation
Writing	5.2	Completes documentation according to organisational requirements
Oral Communication	1.3, 1.4, 2.3, 3.4, 4.5, 5.3	- Demonstrates flexibility in aural spoken skills - Obtains information by listening and questioning - Delivers dialogue in ways that engage listeners
Numeracy	5.1	Calculates time required for smooth transitions between programs
Navigate the world of work	2.2, 2.3, 3.6, 5.2	Applies organisational procedures and relevant regulations associated with job role
Interact with others	1.1-1.4, 2.3, 3.1-3.5, 4.5, 5.3	- Uses appropriate communication practices and strategies to keep listeners interested - Works collaboratively with others to ensure interviews are completed according to production requirements
Get the work done	1.1, 1.2, 1.4, 2.1-2.4, 3.3, 4.3, 4.4, 5.1, 5.2, 5.3	- Adopts a methodical and logical approach to planning, presenting and evaluating broadcasts - Follows directions needed to achieve requirements - Solves equipment problems or refers to others, as required

Unit Mapping Information

Code and title current version	Code and title previous version	Comments	Equivalence status
CUAAIR402 Present a wide range of material on air	CUFAIR402A Present a wide range of radio material	Updated to meet Standards for Training Packages.	Equivalent unit

Code and title current version	Code and title previous version	Comments	Equivalence status
		Title changed. Minor edits to elements and performance criteria to clarify intent.	

Links

Companion Volume implementation guides are found in VETNet -

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

Assessment Requirements for CUAAIR402 Present a wide range of material on air

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Performance Evidence

Evidence of the ability to:

- demonstrate a repertoire of effective introduction, presentation and ad libbing techniques
- prepare and present live to air programs incorporating a range of presentation materials and in collaboration with others
- integrate a number of presentation tasks simultaneously including responding to headphone cues and computer screen information
- operate equipment, balancing audio inputs and outputs, during on air presentations
- complete required documentation for a presentation
- evaluate own performance and document improvement opportunities.

Note: If a specific volume or frequency is not stated, then evidence must be provided at least once.

Knowledge Evidence

To complete the unit requirements safely and effectively, the individual must:

- give examples of materials that are repetitious in nature and explain some ways that these materials could be presented
- explain what a voice report is and when one might be required
- list and describe the key principles for building and maintaining audiences
- list and briefly describe the equipment needed to present material on air
- identify legislation and broadcasting codes of practice relevant to presenting material on air
- outline fundamental work health and safety requirements as they relate to vocal care, and using equipment in a broadcast studio.

Assessment Conditions

Assessment must be conducted in a safe environment where evidence gathered demonstrates consistent performance of typical activities experienced in creative arts industry environments. The assessment environment must include access to:

- a suitably equipped broadcast studio
- interaction with others
- information on legislation and codes of practice that apply to broadcasting.

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

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