



**Australian Government**

# **Assessment Requirements for CUAAIR411 Plan and conduct interviews**

**Release: 1**

# Assessment Requirements for CUA AIR411 Plan and conduct interviews

## Modification History

| Release   | Comments                                                                                     |
|-----------|----------------------------------------------------------------------------------------------|
| Release 1 | This version first released with CUA Creative Arts and Culture Training Package version 5.0. |

## 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:

- plan for, conduct and record at least two interviews of different interview styles and for different forms of content.

In the course of the above, the candidate must:

- demonstrate interviewing and communication techniques including listening, questioning and non-verbal communication
- use critical listening skills to follow unplanned lines of questioning with interviewees
- select and use required microphones correctly to ensure highest quality recording
- evaluate own communication techniques in discussion with required personnel and refine interview style in response to feedback.

## 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:

- organisational procedures and production requirements for booking and conducting interviews
- factors that may affect how an interview is conducted
- effective strategies to research interview topics and interviewee backgrounds
- strategies to evaluate performance and respond to feedback to improve techniques
- non-verbal communication techniques for conducting interviews
- different types of questions and examples of when each might be used
- different interview styles and when each style would be appropriate
- key laws and regulations that apply to broadcasting and the consequences of breaching these
- typical facilities and equipment used to conduct interviews
- typical issues and challenges of conducting interviews and how to handle these

- industry standard broadcasting standards and codes of practice
- work health and safety requirements relating to recording interviews in studio and non-studio locations.

## **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:

- recording and playback equipment required to demonstrate the performance evidence
- interaction with others required to demonstrate the performance evidence
- 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.

## **Links**

Companion Volume Implementation Guide is found on VETNet -

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