



Australian Government

CUAAIR412 Refine on-air presentation techniques

Release: 1

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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 present a wide range of material while managing audio inputs and outputs in a complex studio environment, using different presentation techniques and illustrating an understanding of audience behaviour.

The unit applies to those who operate with a high level 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. Build repertoire of presentation techniques	1.1 Develop improvisation techniques for varying 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 Develop a repertoire of different ways to introduce and discuss music items 1.4 Analyse recorded practice sessions and 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 2.2 Check presentation material complies with required legislation

ELEMENT	PERFORMANCE CRITERIA
	and broadcasting codes of practice 2.3 Apply vocal techniques and exercises required for vocal health 2.4 Check equipment is fully operational and safe, and refer faults to required personnel
3. Apply presentation techniques to material	3.1 Use different presentation techniques to ensure natural flow of material 3.2 Forward promote segments in a way that encourages the audience to stay listening 3.3 Recover from presentation errors and equipment malfunction with minimum disruption to program flow 3.4 Conduct talkback sessions in collaboration with required personnel 3.5 Integrate live voice reports from the field 3.6 Respond cooperatively to studio direction, headphone cues and computer screen information according to organisational procedures
4. Mix audio inputs	4.1 Produce required level and tonal balances, mixing audio inputs through the studio panel 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 Identify equipment operational problems promptly and manage throughout on-air sessions 4.5 Brief and cue studio guests as required according to program requirements 4.6 Operate talkback facility, taking into account the effect of the delay system if required 4.7 Employs accurately timed transitions between presentation material leading up to crosses and live feeds
5. Wrap up sessions	5.1 Plan and time presentation material, ensuring smooth transition to the following program 5.2 Archive and document presentation material in line with organisational procedures 5.3 Identify areas for own improvement using self-reflection and feedback from required personnel

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 areas for skill development using self-reflection and feedback from others
Numeracy	Calculates time required for smooth transitions between programs
Oral communication	- Applies flexibility in aural spoken skills - Obtains information by listening and questioning - Delivers dialogue in ways that engage listeners
Reading	Interprets and comprehends information in workplace documentation
Writing	Completes documentation according to organisational requirements
Problem solving	Solves equipment problems or refers to others, as required
Self-management	- Applies organisational procedures and required regulations associated with job role - Uses appropriate communication practices and strategies to keep listeners interested - Adopts a methodical and logical approach to planning, presenting and evaluating broadcasts - Follows directions needed to achieve requirements
Teamwork	Works collaboratively with others

Unit Mapping Information

Supersedes and is equivalent to CUAAIR402 Present a wide range of material 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 CUAAIR412 Refine on-air presentation techniques

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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:

- prepare and present at least three live-to-air programs incorporating different presentation materials.

In the course of the above, the candidate must:

- use a repertoire of effective introduction, presentation and ad-libbing techniques
- collaborate with others
- integrate multiple 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.

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:

- examples of presentation materials that are repetitious in nature and different ways these materials could be presented
- strategies to evaluate performance and respond to feedback to improve techniques
- techniques for effective introduction, presentation and ad-libbing
- organisational procedures for archiving and documenting material
- a voice report and when one might be required
- key principles for building and maintaining audiences
- equipment needed to present material on-air
- safety standards of equipment needed to present material on air
- legislation and broadcasting codes of practice required for presenting material on-air
- work health and safety requirements relating to vocal care and using equipment in 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:

- an equipped broadcast studio
- 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.

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