



Australian Government

CUAAIR511 Conduct discussion forums on-air

Release: 1

CUAAIR511 Conduct discussion forums 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 prepare for and conduct in-depth interviews and discussion forums on different topics on radio or television.

The unit applies to those who are responsible for ensuring positive engagement of the participants and audience. On television, they are often presenting before live audiences, with audience members sometimes participants in discussions. The process includes understanding how media can be used to explore issues and how to use different presentation and interview techniques to do so.

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 discussion forums	1.1 Prepare lines of questioning for forum based on thorough analysis of research undertaken by production personnel 1.2 Identify and discuss forum topics and possible on-air conversation pathways with key participants 1.3 Research additional angles revealed in preliminary discussions with key participants if necessary 1.4 Brief participants on legislation and broadcasting codes of practice that may impact what they can say 1.5 Identify where key participants will be seated in consultation with production personnel 1.6 Rehearse and refine proposed line of questioning based on

ELEMENT	PERFORMANCE CRITERIA
	identified gaps in preparation
2. Conduct discussion forums	2.1 Introduce topic and follow a line of questioning that stimulates constructive debate among participants 2.2 Lead discussion in planned direction 2.3 Apply improvisation skills by asking questions that allow participants freedom in expressing their views 2.4 Identify additional lines of questioning that show a thorough understanding of the discussion and topic 2.5 Resolve conflicts that arise between participants and uses moderation strategies that respect differing points of view 2.6 Adopt an interview style required for the context and participants 2.7 Respond to cues from production personnel without disrupting the flow of discussion 2.8 Link audio and visual material as required 2.9 Conclude discussions by summarising key points succinctly and clearly, and thanking participants for their contribution
3. Evaluate discussion forums	3.1 Identify strengths and weaknesses of discussion forums and in-depth interviews with production personnel 3.2 Document outcome of debriefing sessions according to organisational procedures 3.3 Reflect on own performance and note 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 skills or knowledge gaps using self-reflection
Oral communication	- Uses vocabulary and non-verbal features required for different audiences and contexts - Asks questions and uses listening skills to elicit information or confirm understanding
Reading	Organises and evaluates content from different complex texts
Writing	- Produces accurate summaries of information to inform preparation of questions - Produces interview questions to suit audience and context - Prepares documents according to organisational requirements

Self-management	• Applies organisational procedures and required regulations associated with job role • Adopts a methodical and logical approach to prepare, implement and evaluate interview and discussion forums
Teamwork	• Uses communication practices and protocols with personnel and participants • Recognises potential for conflicts between participants and uses moderation strategies that respect differing points of view • Achieves shared goals by working collaboratively with others

Unit Mapping Information

Supersedes and is equivalent to CUAAIR501 Explore issues 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 CUAAIR511 Conduct discussion forums on-air

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:

- prepare and conduct at least three on-air discussion forums, covering different topics and involving multiple participants.

In the course of the above, the candidate must:

- analyse and use research material effectively in preparing for interviews and discussion forums
- applies effective moderation, listening, questioning and non-verbal communication techniques in the forum or interview context
- work collaboratively with production personnel to ensure forum or interview is conducted as planned
- critically evaluate forum and document own performance in conjunction with production personnel.

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:

- effective strategies to research forum topics and gather information on various points of view
- strategies to evaluate performance to improve techniques
- different types of questions and examples of when each might be used
- different interview styles and when to use them
- dynamics of group discussions, including techniques for facilitating contributions from all participants
- importance of audio and visual materials in supporting discussions
- laws, regulations, broadcasting standards and codes of practice relevant to broadcasting.

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 facility capable of accommodating a discussion forum and audience
- interaction with others required to demonstrate the performance evidence
- audio or video equipment required to demonstrate the performance evidence
- current information about laws and regulations 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>