



Australian Government

CUAPPM312 Plan and prepare program content

Release: 1

CUAPPM312 Plan and prepare program content

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 plan and prepare content for different broadcast media programs. It involves identifying and planning content requirements, developing and collating content, and finalising content according to production requirements.

The unit applies to those who work on pre-recorded or live media programs where the target audience and program style have already been defined. They work autonomously within clear guidelines, typically with a producer or director supervising program preparation.

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

Unit Sector

Media and entertainment production – Production planning and management

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. Plan content	1.1 Confirm program profile requirements and identify items that meet requirements in consultation with required personnel 1.2 Establish deadlines for preparation of material in consultation with required personnel 1.3 Identify sources of information for program content that meet program requirements 1.4 Identify back-up items to cover unforeseen shortfalls in content 1.5 Assess material for compliance with applicable laws and regulations and resolve issues within scope of own role and in consultation with required personnel 1.6 Book production facilities and equipment required for program

ELEMENT	PERFORMANCE CRITERIA
	content preparation
2. Collate content for program	2.1 Write draft content as required using conventions of writing broadcast copy 2.2 Seek feedback on draft copy from required personnel and revise as required 2.3 Collect items from other team members as required 2.4 Determine sequence for program items that meets program requirements 2.5 Prepare running sheets and document timing of all items within time allocated to program 2.6 Submit presentation material and completed documentation to required personnel by agreed deadlines
3. Contribute to post-program evaluation	3.1 Participate in post-program debriefing session about completed program content 3.2 Note areas for improvement in own area of responsibility and create action plan as required 3.3 Note ideas for future program content and follow up as required

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	Evaluates ideas and identifies possible strategies that improve work performance
Numeracy	Measures time and fits required content into allocated program running sheet using basic calculations
Oral communication	- Clearly expresses ideas using language applicable to audience and context - Clarifies and confirms information and seeks feedback using listening and questioning skills
Reading	- Reads information in documentation and determines and plans required program content - Interprets laws and regulations of different complexity
Writing	- Updates program running sheets using clear, specific language and industry-related terminology - Legibly produces simple copy for program, recording key information using style, format and writing conventions that meet production

SKILL	DESCRIPTION
	requirements
Planning and organising	- Plans and implements routine tasks and workload with assistance from others - Makes routine decisions about program assembly tasks, including program sequence and timing - Selects material of technical quality that meets program requirements using aural and visual discrimination skills
Self-management	- Meets expectations of own role and responsibilities and deadlines - Follows organisational procedures and required regulations - Manages time and meets established deadlines
Teamwork	Works collaboratively with others in establishing program outcomes

Unit Mapping Information

Supersedes and is equivalent to CUAPPM302 Plan and prepare program content.

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 CUAPPM312 Plan and prepare program content

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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:

- plan and prepare content for at least two different programs.

In the course of the above, the candidate must:

- identify and clarify, in consultation with required personnel:
 - program content requirements
 - items that meet program requirements
 - preparation deadlines
- prepare or source content that meets program requirements, including:
 - duration
 - style
 - target audience
 - time of program broadcast
- write broadcast copy in line with program requirements and industry conventions
- work collaboratively and communicate effectively during development, debrief and evaluation sessions using appropriate industry terminology.

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:

- ways to source information and develop, refine and communicate ideas for program content
- effective communication strategies to use during development, debrief and evaluation sessions
- items used when planning and preparing program content including material and content
- common issues and challenges of preparing program content
- aspects of program format used for different program profiles

- legislation, broadcasting codes of practice, and organisational procedures that may impact program content
- conventions of developing and writing broadcast copy
- key documentation associated with program preparation.

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:

- situations requiring preparation of program content
- interaction with others required to demonstrate the performance evidence
- information sources for program content, program items, laws and regulations.

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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