



Australian Government

CUAPPM405 Schedule radio playlists

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 2.0.

Application

This unit describes the skills and knowledge required to manage playlists for radio broadcasting.

It applies to individuals who make decisions about music and pre-recorded content for differing program styles, obtain clearances for its use, and assemble it in production order for ultimate transmission. They operate with a degree of autonomy and report to station management or a program director.

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. Determine content for playlists	1.1 Identify requirements for music and other content from relevant production sources 1.2 Assess features of station's scheduling software to ensure production requirements can be met 1.3 Select music that matches station aims, policies and codes of practice, and review music selections and styles to ensure they reflect audience research and preferences 1.4 Use scheduling software to assemble overall playlist and rotation frequencies that meet station requirements 1.5 Incorporate commercial and/or sponsorship schedules and slots

ELEMENT	PERFORMANCE CRITERIA
	into schedule as required 1.6 Check playlists for completeness and confirm with relevant production personnel that playlists meet overall production requirements and daily time requirements
2. Monitor and manage playlists	2.1 Confirm availability of music content supplies and organise appropriate copyright clearances and royalty fees where applicable and in line with station procedures 2.2 Confirm music selections meet requirements for station format, standards and durations 2.3 Check rotation contains music selections and styles identified in market research where relevant 2.4 Monitor and update playlists and rotations to meet changes in station policies 2.5 Review current research data and introduce new music selections and styles to reflect changes in audience attitudes or perceived trends
3. Coordinate and manage availability of music	3.1 Calculate costs of content and compare them with available budgets, where relevant 3.2 Identify cost over-runs and take action to remedy by conferring with relevant production personnel 3.3 Confirm scheduled music is available in appropriate formats and meets technical standards and quality requirements 3.4 Prepare and complete necessary documentation to record full details of music content in schedules

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	2.3, 2.5	Locates key information to ensure currency and effectiveness of playlist content
Reading	1.3, 1.6, 2.5	- Reads information of relevance in documentation to determine and plan playlist content - Interprets sometimes complex information in market research, station policies and codes of practice, and

		copyright, royalty and legal information to confirm music selection
Writing	2.4, 3.4	- Records detailed scheduling information using clear, specific and industry-related language, formats and conventions - Accurately, legibly and concisely records information relating to clearances obtained to use music
Oral Communication	1.6, 3.2	- Participates in a verbal exchange of ideas regarding production requirements, using appropriate, industry-specific and clear language - Uses listening and questioning skills to discuss issues and solutions with key others and to confirm understanding
Numeracy	2.1, 2.2, 3.1, 3.2	- Calculates with whole numbers and routine fractions, decimals or percentages to produce music selections and playlists that suit allowable fees, scheduled durations, and production time requirements - Calculates content costs, compares information with available budget, and identifies cost over runs
Navigate the world of work	1.3, 2.4	Meets expectations associated with own role in compliance with organisational policies and codes of practice
Interact with others	1.6, 3.2	Selects and uses appropriate communication methods and practices in discussions about playlist management with others
Get the work done	1.2-1.6, 2.1-2.5, 3.3	- Plans, organises and completes tasks in a logical sequence to schedule music that suits audience preferences and meets station requirements - Makes routine administrative and technical decisions about playlist content and management - Monitors data and enterprise policy to identify trends and implements changes to playlists - Uses digital tools, software and systems to determine an appropriate mix and sequencing of music selections

Unit Mapping Information

Code and title current version	Code and title previous version	Comments	Equivalence status
CUAPPM405 Schedule radio	CUFPPM402A Schedule radio	Updated to meet Standards for	Equivalent unit

Code and title current version	Code and title previous version	Comments	Equivalence status
playlists	playlists	Training Packages. Minor edits to performance criteria.	

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 CUAPPM405 Schedule radio playlists

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Performance Evidence

Evidence of the ability to:

- interpret audience research to create playlists that meet specific market criteria and station requirements
- compile radio playlists using industry-standard scheduling software
- organise and manage playlists using scheduling software and ensuring music selection and rotation meet station requirements
- produce and update playlist schedule documentation throughout process according to organisational procedures.

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:

- describe typical features of scheduling software
- outline content scheduling considerations particular to program time slots
- identify typical problems and the main challenges of scheduling radio playlists, and briefly describe solutions
- outline copyright, royalty and legal issues and procedures that must be complied with when broadcasting music
- explain principles of music scheduling and rotation systems
- describe how to identify costs of content
- outline documentation and the steps required to process copyright clearance and royalty fees.

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:

- scheduling software
- music inventories and commercial schedules
- current information on copyright issues in relation to broadcasting music
- audience research data
- broadcast organisation's profile, policies and codes of practice relating to music selection and playlists.

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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