



Australian Government

CUASOU305 Compile audio material for broadcast

Release: 1

CUASOU305 Compile audio material for broadcast

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 prepare, record and edit short audio segments within tight deadlines.

It applies to individuals responsible for setting up equipment and recording audio material. The work is usually assignment-based and individuals usually receive clear instructions about production requirements.

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

Unit Sector

Media and Entertainment Production – Audio/Sound

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 to record audio material	1.1 Confirm production requirements and deadlines with relevant personnel 1.2 Research topics to frame appropriate interview questions 1.3 Prepare questions that elicit information relevant to interview purpose and rehearse questions as required 1.4 Check portable audio recording equipment and accessories are fully functional and report equipment faults to relevant personnel 1.5 Check charged batteries are sufficient to meet recording needs
2. Record audio material on location	2.1 Select and position microphone to achieve optimum audio quality, taking into account hazards, background noise and weather

ELEMENT	PERFORMANCE CRITERIA
	conditions at location 2.2 Conduct sound and level checks to ensure audio recording equipment is fully functional and recording at optimum levels 2.3 Record an identification according to enterprise procedures 2.4 Record audio material according to production requirements 2.5 Record ambient sound as bridging material for the editing process, if required 2.6 Dismantle audio recording equipment and check all equipment is accounted for before leaving location
3. Edit audio material	3.1 Listen to recorded audio and identify edit positions to produce required audio segment 3.2 Transfer audio material to computer or software 3.3 Use software functions to edit audio material in accordance with production requirements and timelines 3.4 Listen to edited material to evaluate sound quality and content and to identify problems 3.5 Use editing software to solve identified problems, and seek advice if required 3.6 Save final edit in appropriate file format 3.7 Adopt safe ergonomic practices when using screens and keyboards for long periods of time
4. Submit edited material for broadcast	4.1 Leave worksite in original or improved condition for use by colleagues 4.2 Complete documentation and submit edited material for approval to relevant personnel by agreed deadline 4.3 Make final adjustments in response to feedback from relevant personnel 4.4 Archive edited material in accordance with enterprise procedures

Foundation Skills

This section describes language, literacy, numeracy and employment skills incorporated in the performance criteria that are required for competent performance.

Skill	Performance	Description
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	Criteria	
Reading	1.2, 1.3	Interprets textual information to determine job context and requirements
Writing	1.3, 4.2	- Composes and edits questions using appropriate vocabulary and structure for audience and purpose - Uses clear and specific language to complete workplace documentation
Oral Communication	1.1, 4.3	- Discusses requirements with others - Uses listening and questioning techniques to elicit information and confirm understanding
Navigate the world of work	2.1, 2.3, 2.4, 3.3, 3.7, 4.4	- Follows studio practices and procedures associated with recording and editing audio material - Understands and complies with relevant legislative requirements
Interact with others	1.1, 4.3	Follows accepted communication methods and practices to discuss audio material requirements, report equipment faults and seek assistance
Get the work done	1.1-1.5, 2.1, 2.2, 2.4-2.6, 3.1-3.6, 4.3	- Takes responsibility for planning and organising own workload, sequencing tasks, selecting equipment and managing processes - Identifies problems with audio quality, implements logical solutions and refines final product with input from others - Uses digital systems and tools to record and edit audio segments to meet production requirements

Unit Mapping Information

Code and title current version	Code and title previous version	Comments	Equivalence status
CUASOU305 Compile audio material for broadcast	CUFSOU302A Compile audio material for broadcast	Updated to meet Standards for Training Packages. Minor edits to performance criteria.	Equivalent unit

Links

Companion Volume implementation guides are found in VETNet -

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