



Australian Government

Department of Education, Employment and Workplace Relations

CUFRES201A Collect and organise content for broadcast or publication

Revision Number: 1

CUFRES201A Collect and organise content for broadcast or publication

Modification History

Not applicable.

Unit Descriptor

Unit descriptor	This unit describes the performance outcomes, skills and knowledge required to compile routine information for broadcast or publication. No licensing, legislative, regulatory or certification requirements apply to this unit at the time of endorsement.
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Application of the Unit

Application of the unit	Personnel responsible for assisting with the preparation of routine content for media programs, interactive media products, websites and print publications typically apply the skills and knowledge outlined in this unit. This work is usually undertaken under close supervision and guidance. More complex skills associated with undertaking research are covered in: • CUFRES401A Conduct research.
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Licensing/Regulatory Information

Not applicable.

Pre-Requisites

Prerequisite units		

Prerequisite units		

Employability Skills Information

Employability skills	This unit contains employability skills.
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Elements and Performance Criteria Pre-Content

Elements describe the essential outcomes of a unit of competency.	Performance criteria describe the performance needed to demonstrate achievement of the element. Where bold italicised text is used, further information is detailed in the required skills and knowledge section and the range statement. Assessment of performance is to be consistent with the evidence guide.
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Elements and Performance Criteria

ELEMENT	PERFORMANCE CRITERIA
Locate information	1. Confirm information requirements with relevant personnel 2. Access information sources relevant to production requirements 3. Check credibility and reliability of information sources 4. Refer material that could result in a breach of laws and regulations to relevant personnel 5. Obtain information in a culturally appropriate way
Organise information	6. From the information gathered, select items that meet production requirements 7. Highlight key sections of written information to assist with the writing of scripts, narration or copy 8. Write brief notes about information that has been gathered verbally 9. Submit information to relevant personnel within the agreed timeframe and according to organisational procedures
Maintain information sources	10. Maintain and continually update a database of information sources and contacts 11. File information so that it can be retrieved easily in the future 12. Continually monitor information sources to maintain currency of information in line with production requirements 13. Share updated knowledge with colleagues and incorporate into day-to-day work activities 14. Use feedback from colleagues to improve future information collection processes

Required Skills and Knowledge

REQUIRED SKILLS AND KNOWLEDGE

This section describes the skills and knowledge required for this unit.

Required skills

- ability to work cooperatively as a team member
- communication skills sufficient to clarify information requirements
- organising skills sufficient to:
 - collect and review information on a given topic
 - maintain filing and information retrieval systems
- literacy skills sufficient to:
 - interpret written background information
 - write notes on information gathered verbally
- self-management skills sufficient to meet deadlines
- computer skills sufficient to search efficiently for information on the internet and use database and word processing applications

Required knowledge

- industry knowledge, including:
 - roles and responsibilities of project team members
 - issues and challenges that arise when collecting and organising content for broadcast publication
- protocols to be observed when gathering information of a culturally sensitive nature
- basic understanding of common law and broadcasting codes of practice sufficient to identify and seek expert advice on issues that could lead to legal action
- OHS standards as they relate to working for periods of time on computers

Evidence Guide

EVIDENCE GUIDE	
The Evidence Guide provides advice on assessment and must be read in conjunction with the performance criteria, required skills and knowledge, range statement and the Assessment Guidelines for the Training Package.	
Overview of assessment	
Critical aspects for assessment and evidence required to demonstrate competency in this unit	Evidence of the following is essential: • ability to gather information on a range of topics from reliable sources within given timeframes • efficient system for storing and retrieving information and information sources • collaborative approach to work.
Context of and specific resources for assessment	Assessment must ensure: • access to production/publication situations that require the preparation of content • access to information sources relevant to the production/publication situations • access to current information about, and persons able to advise on, laws and regulations that apply to broadcasting • access to appropriate learning and assessment support when required • use of culturally appropriate processes and techniques appropriate to the language and literacy capacity of learners and the work being performed.
Method of assessment	A range of assessment methods should be used to assess practical skills and knowledge. The following examples are appropriate for this unit: • direct questioning combined with review of portfolios of evidence and third-party workplace reports of on-the-job performance • evaluation of content organised by the candidate in response to specific instructions or directions • inspection of information filing systems maintained by the candidate • written or oral questioning to test knowledge as listed in the required skills and knowledge section of this unit.
Guidance information for	Holistic assessment with other units relevant to the industry sector, workplace and job role is recommended,

EVIDENCE GUIDE**assessment**

for example:

- CUFPPM301A Plan and prepare programs.

Range Statement

RANGE STATEMENT

The range statement relates to the unit of competency as a whole. It allows for different work environments and situations that may affect performance. Bold italicised wording, if used in the performance criteria, is detailed below. Essential operating conditions that may be present with training and assessment (depending on the work situation, needs of the candidate, accessibility of the item, and local industry and regional contexts) may also be included.

Information requirements may include background information on:

- current events
- interviewees
- music
- any topic to be covered in a broadcast or publication.

Relevant personnel may include:

- broadcasters
- clients
- community representatives
- directors
- editorial staff
- legal advisers
- performers
- producers
- production managers
- program managers
- reporters
- sales representatives
- specialist staff
- station managers
- supervisors
- volunteers' coordinators
- writers.

Information sources may include:

- broadcast news and current affairs
- colleagues
- community organisations
- government departments
- industry professional associations
- industry, including manufacturers
- internet
- literature
- people involved in events
- personal observations and experience

RANGE STATEMENT	
	• print media • reference material in libraries, museums and galleries.
<i>Productions</i> may include:	• broadcast news and current affairs • interactive media products • live events and performances • music programs • print publications • special interest and variety programs • talkback programs • websites.
<i>Laws and regulations</i> may include:	• broadcasting codes of practice • contempt of court • copyright • defamation • obscenity • privacy legislation • racial vilification.
<i>Databases</i> may include:	• electronic, on a network • electronic, on own computer • manual, e.g. on index cards.

Unit Sector(s)

Unit sector	
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Competency field

Competency field	Knowledge management - research
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Co-requisite units

Co-requisite units		