



Australian Government

CUAAIR311 Present programs on-air

Release: 1

CUAAIR311 Present programs 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 operate a panel and present live-to-air programs using a studio.

The unit applies to those who are responsible for presenting music-based programs, primarily working with some supervision and guidance.

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 broadcasts	1.1 Organise presentation material for ease of access during on-air sessions 1.2 Warm-up voice for on-air sessions 1.3 Check equipment is fully operational and refer faults to required personnel 1.4 Make a smooth transition from previous program if required
2. Mix audio inputs	2.1 Mix audio inputs using the studio mixing panel, taking sound characteristics of studio into account 2.2 Prevent extraneous sounds from going to air 2.3 Cue and play presentation material according to program running sheets 2.4 Handle equipment operational problems safely and promptly throughout on-air sessions

ELEMENT	PERFORMANCE CRITERIA
	2.5 Brief and cue studio guests as required
3. Present programs	3.1 Employ presentation style consistent with radio conventions and enterprise requirements 3.2 Present material in a natural, conversational and engaging manner 3.3 Demonstrate swift recovery from presentation errors and responses to equipment malfunctions, with minimum disruption to program flow 3.4 Respond to studio directions as required
4. Wrap up and review broadcast session	4.1 Plan and time transitions between presentation material and next program if required 4.2 Archive and document material in line with organisational procedures 4.3 Leave studio in an orderly state 4.4 Reflect on own performance and identify 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	<ul style="list-style-type: none"> Identifies own learning needs using self-evaluation as a strategy
Numeracy	<ul style="list-style-type: none"> Calculate program times to ensure smooth transitions between programs
Oral communication	<ul style="list-style-type: none"> Engages audiences and liaises with others Obtains feedback and exchanges instructions using questioning and listening techniques
Reading	<ul style="list-style-type: none"> Interprets textual and numerical information to identify broadcast and station requirements
Writing	<ul style="list-style-type: none"> Uses clear language to complete logs, fault reports and required workplace documents
Problem solving	<ul style="list-style-type: none"> Recognises and takes responsibility for addressing problems with equipment prior to broadcast and on-air Refers problems to required personnel as required
Self-management	<ul style="list-style-type: none"> Follows work health and safety requirements for vocal health Complies with station procedures and requirements Plans, organises and implements pre-broadcast, on-air and post-broadcast tasks

SKILL	DESCRIPTION
Teamwork	<ul style="list-style-type: none">• Achieves program objectives by working collaboratively with others
Technology	<ul style="list-style-type: none">• Uses technology to assist with broadcasting sessions

Unit Mapping Information

Supersedes and is equivalent to CUAAIR301 Present programs on air.

Links

Companion Volume Implementation Guide is found on VETNet -

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