

CUFRES201A

Collect and organise content for broadcast or publication

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.

Employability Skills

This unit contains employability skills.

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.

Unit Sector

No sector assigned

ELEMENT

PERFORMANCE CRITERIA

1. Locate information.

- 1.1 Confirm **information requirements** with **relevant personnel**.
- 1.2 Access **information sources** relevant to **production** requirements.
- 1.3 Check credibility and reliability of information sources.
- 1.4 Refer material that could result in a breach of **laws and regulations** to relevant personnel.
- 1.5 Obtain information in a culturally appropriate way.

2. Organise information.

- 2.1 From the information gathered, select items that meet production requirements.
- 2.2 Highlight key sections of written information to assist with the writing of scripts, narration or copy.
- 2.3 Write brief notes about information that has been gathered verbally.
- 2.4 Submit information to relevant personnel within the agreed timeframe and according to organisational procedures.

3. Maintain information sources.

- 3.1 Maintain and continually update a **database** of information sources and contacts.
- 3.2 File information so that it can be retrieved easily in the future.
- 3.3 Continually monitor information sources to maintain currency of information in line with production requirements.
- 3.4 Share updated knowledge with colleagues and incorporate into day-to-day work activities.
- 3.5 Use feedback from colleagues to improve future information collection processes.

REQUIRED SKILLS AND KNOWLEDGE

This describes the essential skills and knowledge and their level, 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.

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
- print media
- reference material in libraries, museums and galleries.

Productions 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.

Laws and regulations may include:

- broadcasting codes of practice
- contempt of court
- copyright
- defamation
- obscenity
- privacy legislation
- racial vilification.

Databases may include:

- electronic, on a network
- electronic, on own computer
- manual, e.g. on index cards.

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
- the use of culturally appropriate processes, and techniques appropriate to the oracy, language and literacy capacity of the assessee 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 assessment

Holistic assessment with other units relevant to the industry sector, workplace and job role is recommended, for example:

- CUFPPM301A Plan and prepare programs.