

CUF30107

Certificate III in Media

Course information and vocational outcomes

This is an accredited qualification that reflects the role of a skilled operator in the film, television, radio or digital media industries who applies a broad range of competencies in a varied work context, using some discretion and judgement and relevant theoretical knowledge. They may provide technical advice and support to a team. Job roles and titles vary across different industry sectors.

Possible job titles relevant to this qualification include: archival media technician; camera/lighting assistant; community radio program maker/presenter; editing assistant; interactive media author assistant; production assistant.

There are no pre-requisites for this qualification. Candidates may enter the qualification with limited or no vocational experience and without a relevant lower-level qualification.

There is no direct link between this qualification and licensing, legislative and/or regulatory requirements. However, where required, a unit of competency will specify relevant licensing, legislative and/or regulatory requirements that impact on the unit.

To complete this course the participant will need to demonstrate competency at eleven units. These units consist of the following:

- three core units **plus**
- eight elective units
 - six elective units must be selected from the list below. The remaining two elective units may be selected from the remaining elective units listed any endorsed Training Package or accredited course at the same qualification level.
 - Electives must be relevant to the work outcome, local industry requirements and the qualification level.

National Code of Practice for Induction for Construction Work

Sets and staging for some performances or events may fall within the definition of construction work. If so, people entering the construction site are required to complete the general induction training program specified by the National Code of Practice for Induction Training for Construction Work (Australian Safety Compensation Council, May 2007).

Achievement of the unit 'CPCCOHS1001A Work safely in the construction industry' from the CPC08 Construction and Plumbing Integrated Framework Training Package fulfils this requirement.

Information on occupational licensing and its intersection with vocational education and training can be found in Licensing Line News at www.licensinglinenews.com.

Employability skills

The following is a summary of the employability skills/enterprise requirements for this qualification. This should be interpreted in conjunction with the detailed requirements of each unit of competency packaged in this qualification. The outcomes described here are broad industry requirements that may vary depending on the packaging options.

Communication

- interpreting and clarifying written or verbal instructions
- interpreting and applying information in user manuals for software applications
- writing copy that meets specific requirements

Teamwork

- seeking and responding to feedback on work in progress
- working as a member of a production team – both independently on assignment and under direction

Problem solving

- anticipating and dealing with minor equipment set-up and operational problems
- modifying graphic images and elements of web pages to achieve desired effect

Initiative and enterprise

- generating a range of feasible ideas for visual designs within scope of job role
- obtaining information in a culturally appropriate way
- participating in quality improvement activities

Planning and organising

- collecting and organising information in a way that allows for easy retrieval
- planning work tasks in a logical sequence
- undertaking basic research into information to be used in written copy

Self management

- acting within the scope of job role
- following workplace procedures, particularly in relation to OHS
- producing work within deadlines
- seeking expert assistance when problems arise

Learning

- keeping up to date with industry developments and trends
- improving writing skills through drafting and redrafting material
- reviewing design and creative reference material to improve understanding of visual communication principles
- identifying and taking advantage of opportunities for ongoing professional development

Technology

- managing files using standard naming conventions
- using content management systems, authoring and digital imaging software
- using link-checking software
- using video and audio software to prepare video and audio sequences for inclusion in interactive media products

This is a summary of employability skills that are typical of this qualification and should not be interpreted as definitive.

The nominal hours for this course are between 238 and 570 hours depending on the units selected.

Completion of this course carries with it a Nationally Recognised Certificate.

Course content

Core units:

Creative thinking

- **BSBCRT301A - Develop and extend critical and creative thinking skills (40 nominal hours)**

(This unit describes the performance outcomes, skills and knowledge required to develop the habit of thinking in a more creative way. No licensing, legislative, regulatory or certification requirements apply to this unit at the time of endorsement. This unit contains employability skills. This unit applies to individuals who need to develop and extend their critical and creative thinking skills. Creative thinking involves looking at things differently, musing, testing, experimenting and challenging existing thought patterns. Creative thinking can take place anywhere - at home, at work, lying in bed at night, in the shower or on the bus. It can be applied to any type of issue or situation. When used effectively it can assist with the improvement of existing, or the development of entirely new or innovative services, products or processes. Sometimes creative thinking may pay off in a seemingly unconnected way at a future time and in an apparently unrelated context. Creative thinking can be learnt and applied through thoughtful application of skills related to observation, analysis, reflection, problem solving, evaluation and critical appraisal. Effective use of creative thinking skills opens up new opportunities for individuals, businesses and communities.)

1. Develop a questioning mindset
2. Generate ideas and responses
3. Challenge, test and re-invent ideas
4. Enhance creative thinking skills

Industry context

- **CUFIND301A - Work effectively in the screen and media industries (20 nominal hours)**

(This unit describes the performance outcomes, skills and knowledge required to work in a team environment in the film, broadcasting and digital media industries. No licensing, legislative, regulatory or certification requirements apply to this unit at the time of endorsement. People working in a wide range of occupations in the screen and media industries apply the skills and knowledge described in this unit. They could be working in program production, program presentation, administration, studio operations, broadcast technology, online services, film and sound archives, graphics, scenic art, props, set construction, wardrobe, or technical operations such as lighting, camera and sound. Production teams vary in size from a few people to hundreds, depending on the scale of productions. All team members need a basic understanding of stages in the production process, as well as the roles and responsibilities of personnel involved in the production chain. They also need to understand the culture of the organisation for which they are working, whether their job is permanent or on a contract basis for the duration of a production. Even though people at the level described in this unit work under supervision, they are expected to demonstrate a range of well-developed skills requiring some discretion and judgement. More complex skills associated with working as a freelancer are covered in: CUFIND401A - Provide services on a freelance basis. This unit contains employability skills.)

1. Communicate effectively with others
2. Take responsibility for own personal development
3. Perform own job role effectively
4. Participate in quality improvement activities

Occupational health and safety

- **CUSOHS301A - Follow occupational health and safety procedures (20 nominal hours)**

(This unit describes the performance outcomes, skills and knowledge required to follow OHS policies and procedures in the entertainment and media industries. Sets and staging for some performances or events may fall within the definition of construction work. If so, people entering a construction site are required to complete the general induction training program specified by the National Code of Practice for Induction Training for Construction Work (Australian Safety Compensation Council, May 2007). Achievement of the unit CPCCOHS1001A Work safely in the construction industry fulfils this requirement. The application of skills and knowledge specified in CPCCOHS1001A is covered in this unit. All employees and contractors in the entertainment, events, and screen and media industries apply the skills and knowledge outlined in this unit. Compliance with OHS policies and procedures is essential in all work contexts, along with an understanding of the consequences of non-compliance. This unit contains employability skills.)

1. Follow safe work practices
2. Maintain personal safety standards
3. Assess risks
4. Follow emergency procedures

Elective units:

Animation and digital effects

- **CUFANM301A - Create 2D digital animations (35 nominal hours)**

(This unit describes the performance outcomes, skills and knowledge required to use industry-current software to create 2D animations. No licensing, legislative, regulatory or certification requirements apply to this unit at the time of endorsement. This unit contains employability skills. This unit addresses basic 2D animation skills directed at developing animations for inclusion in interactive media products, short stand-alone animated sequences and basic games. A person in this role works closely with other members of a production team and reports to a senior animator, designer, director or producer. The short dynamic animations they produce may include audio components. Skills associated with 3D digital animation are covered in: CUFANM302A 'Create 3D digital animations'. More complex skills associated with 3D character animation, including animating facial expressions and lip syncing, are covered in: CUFANM501A 'Create 3D digital character animation'.)

1. Identify animation requirements
2. Generate and assess ideas
3. Plan approach
4. Source key animation elements
5. Produce animations
6. Finalise animations

- **CUFANM302A - Create 3D digital animations (75 nominal hours)**

(This unit describes the performance outcomes, skills and knowledge required to animate simple 3D models and create 3D animations. No licensing, legislative, regulatory or certification requirements apply to this unit at the time of endorsement. This unit contains employability skills. This unit requires the application of basic 3D animation skills to create animations for inclusion in interactive media products, short stand-alone animated sequences and basic games. At this level, animators are working with 3D digital models that have already been created. Animated sequences may include audio components. Animations are created using a range of industry-current software that is constantly evolving, so it is essential that people working in this area keep up to date with the latest software. This unit does not include techniques for stop-motion, cell-analogue and real time animation. Nor does it cover more sophisticated animation techniques used in film, television and high-end games. These are addressed in: CUFANM501A 'Create 3D digital character animation'; CUFANM502A 'Create 3D digital environments'.)

1. Clarify animation requirements
2. Plan approach
3. Produce animated sequences for review
4. Finalise animated sequences

- **CUFANM303A - Create 3D digital models (75 nominal hours)**

*(This unit describes the performance outcomes, skills and knowledge required to create 3D digital models. **This unit is a prerequisite for CUFANM401A 'Prepare 3D digital models for production'.** No licensing, legislative, regulatory or certification requirements apply to this unit at the time of endorsement. This unit contains employability skills. 3D modellers working on relatively simple projects apply the skills and knowledge described in this unit. From reference material and established designs, they create 3D models using whatever software is applicable to the production. 3D models need to meet technical and design specifications, as well as being efficient, reliable, to scale, and easy to rig and animate. Modellers need to appreciate what will be required of their models in later stages of production because this can affect the work they produce. Close liaison with other team members is, therefore, important. Even though a senior modeller or technical director supervises the creation of models, people at this level are expected to work autonomously within clear guidelines. More complex skills associated with 3D digital modelling are covered in: CUFANM401A 'Prepare 3D digital models for production'.)*

1. Clarify work requirements
2. Create 3D digital models

Audio/sound

- **CUFSOU204A – Perform basic sound editing (30 nominal hours)**

(This unit describes the performance outcomes, skills and knowledge required to for basic digital sound editing. No licensing, legislative, regulatory or certification requirements apply to this unit at the time of endorsement. This unit contains employability skills. Assistant sound editors and production personnel in the community broadcasting sector apply the skills and knowledge described in this unit. They are responsible for preparing, organising and digitally editing relatively simple sound sequences or programs for radio, television, film and interactive media. They are expected to contribute to creative outcomes, including selection and acquisition of sound materials. In a production house environment, they typically work under the supervision of a picture editor or senior sound editor, and are often involved in editing both sound and vision. Combined editing skills at a basic level are covered in: CUFPOS201A 'Perform basic vision and sound editing'. More complex skills associated with editing sound, including dialogue, are covered in: CUFSOU403A 'Perform advanced sound editing'.)

1. Prepare for editing sound
2. Assemble sequences for editing
3. Edit sound sequences
4. Finalise sound edits

- **CUFSOU301A - Prepare audio assets (nominal hours)**

(This unit describes the performance outcomes, skills and knowledge required to prepare audio assets for inclusion in interactive media. No licensing, legislative, regulatory or certification requirements apply to this unit at the time of endorsement. This unit contains employability skills. The size of an enterprise or project determines who undertakes the role described in this unit. In a large-scale environment, the person responsible for this task would typically be supervised by an audio asset creator or audio engineer and an audio programmer or interactive media author. In a radio station, the prime focus of the task involves converting radio programs into podcast material or in a form appropriate to streaming or downloading, and this may be a dedicated role under the supervision of a producer. In a smaller enterprise or project, an audio programmer, interactive author or audio/sound engineer would absorb this task into their role. In all cases, they are collaborating closely with other team members. Skills associated with other aspects of audio/sound production at this level are covered in: CUFSOU201A 'Assist with sound recordings'; CUFSOU204A 'Perform basic sound editing'.)

1. Identify audio assets
2. Prepare audio assets
3. Package audio assets

- **CUFSOU302A - Compile audio material for broadcast (30 nominal hours)**

(This unit describes the performance outcomes, skills and knowledge required to record and edit short audio segments within tight deadlines. No licensing, legislative, regulatory or certification requirements apply to this unit at the time of endorsement. This unit contains employability skills. Reporters at radio stations typically apply the skills and knowledge outlined in this unit. This work is usually assignment-based and clear instructions on production requirements are provided by supervising staff. On location, the reporter is typically responsible for setting up equipment and recording the audio material. During the editing process, the reporter has access to supervising staff to help resolve problems. More complex skills associated with conducting in-depth interviews are covered in CUFAIR401A 'Conduct interviews'. Skills associated with a full range of basic sound editing skills are covered in: CUFSOU204A 'Perform basic sound editing'.)

1. Prepare to record audio material
2. Record audio material on location
3. Edit audio material using digital editing systems
4. Submit edited material for broadcast

- **CUSSOU201A - Assist with sound recordings (nominal hours)**

(This unit describes the performance outcomes, skills and knowledge required to assist with sound recordings using a variety of recording equipment in a studio or live environment. No licensing, legislative, regulatory or certification requirements apply to this unit at the time of endorsement. Studio assistants, audio stagehands, boom operators and others who assist supervising sound technicians to record sound, apply the skills and knowledge described in this unit. They could be working in a variety of creative arts industry sectors, including stage productions, music recording studios, television, radio, film, video or online environments. Under close supervision and guidance, they are responsible for assisting with setting up recording equipment, doing sound checks, monitoring the quality of recorded sound, labelling/logging recordings, and solving routine problems that occur during the recording. The advanced application of sound recording is covered in: CUSSOU401A 'Record sound'; CUSSOU406A 'Record sound on location'. This unit contains employability skills.)

1. Assist with pre-recording checks
2. Contribute to recording operations

- **CUSSOU202A - Mix sound in a broadcasting environment (nominal hours)**

(This unit describes the performance outcomes, skills and knowledge required to operate a broadcast studio panel. No licensing, legislative, regulatory or certification requirements apply to this unit at the time of endorsement. Panel operators at community broadcasting stations typically apply the skills and knowledge described in this unit. They are responsible for ensuring that all audio inputs are mixed smoothly in line with program requirements. They work closely with presenters and studio guests, providing them with cues prior to opening microphones. More complex skills associated with the dual tasks of presenting information on air and operating a studio panel are covered in: CUFAIR301A 'Present radio programs'. This unit contains employability skills.)

1. Prepare for broadcast
2. Mix audio inputs on air
3. Complete operations after broadcast

- **CUSSOU302A - Record and mix a basic music demo (nominal hours)**

(This unit describes the performance outcomes, skills and knowledge required to undertake the technical side of making a basic music demo. There are two stages to the process making a multi-track recording of the music performance and then mixing the recording down to a stereo format. An ability to work collaboratively with musicians is essential, together with an ability to troubleshoot equipment problems. No licensing, legislative, regulatory or certification requirements apply to this unit at the time of endorsement. The skills and knowledge described in this unit would typically be applied in a home-based studio equipped with a digital audio workstation (DAW). The unit complements CUSMPF304A 'Make a music demo', which covers the process of making a demo from the perspective of performers. More complex skills associated with mixing music are covered in CUSSOU405A Mix recorded music. This unit contains employability skills.)

1. Clarify music demo requirements
2. Record performers
3. Mix sound sources
4. Finalise music demo

- **CUSSOU303A - Set up and disassemble audio equipment (nominal hours)**

(This unit describes the performance outcomes, skills and knowledge required to install and disassemble sound equipment in a range of facilities. The National Standard for Licensing Persons Performing High Risk Work applies to persons performing dogging and rigging work. Completion of the following units is required for certification at either basic, intermediate or advanced levels. CPCCLDG3001A 'Licence to perform dogging'; CPCCLRG3001A 'Licence to perform rigging basic level'; CPCCLRG3002A 'Licence to perform rigging intermediate level'; CPCCLRG4001A 'Licence to perform rigging advanced level' Sets and staging for some performances or events may fall within the definition of construction work. If so, people entering a construction site are required to complete the general induction training program specified by the National Code of Practice for Induction Training for Construction Work (Australian Safety Compensation Council, May 2007). Achievement of the unit CPCCOHS1001A 'Work safely in the construction industry' fulfils this requirement. People working as audio stagehands and sound technicians apply the skills and knowledge described in this unit. They are responsible for setting up, testing and disassembling audio equipment, such as microphones, sound systems and mixing consoles for a range of productions in the live entertainment, events and broadcasting industries. The work often involves long or irregular hours and can be physically demanding. The ability to work cooperatively as part of a production team is essential. Skills associated with operating audio equipment are covered in CUSSOU302A 'Record and mix a basic music demo'. This unit contains employability skills.)

1. Prepare for installation of audio equipment
2. Install audio equipment
3. Align audio equipment
4. Test audio equipment
5. Disassemble audio equipment

- **CUSSOU304A - Restore audio tracks (nominal hours)**

(This unit describes the performance outcomes, skills and knowledge required to perform restoration work on recorded audio and soundtracks. No licensing, legislative, regulatory or certification requirements apply to this unit at the time of endorsement. Sound technicians in the film, television, radio and audio post-production and archival industries apply the skills and knowledge described in this unit. They are responsible for restoring audio tracks to as close to the original recording as possible, taking into account the final application and client requirements. They are usually working with analogue recordings, but the restoration process can also be applied to early digital formats, such as digital audiotapes and compact discs. This work is undertaken with some supervision and guidance. This unit contains employability skills.)

1. Clarify scope of restoration project
2. Prepare source material for digital transfer
3. Make digital recording of source material
4. Apply restoration techniques to audio tracks
5. Make a copy of restored audio tracks

- **CUSSOU305A - Analyse soundtracks (nominal hours)**

(This unit describes the performance outcomes, skills and knowledge required to analyse music and voice soundtracks. No licensing, legislative, regulatory or certification requirements apply to this unit at the time of endorsement. Film sound technicians apply the skills and knowledge described in this unit. They are responsible for synchronising soundtracks to pictures, auditioning material and selecting tracks that best meet technical and creative requirements. They work with sound recorded both digitally and in analogue formats. Their analysis of soundtracks is used by film editors as they edit or animate films. People responsible for dubbing films into different languages and those working in film and sound archives also apply these skills on a regular basis. This work is undertaken with some supervision and guidance. This unit contains employability skills.)

1. Complete analysis of soundtrack elements
2. Document and complete soundtrack analysis

Bookkeeping

- **BSBFIA301A - Maintain financial records (60 nominal hours)**

(This unit describes the performance outcomes, skills and knowledge required to maintain financial records for a business. It includes maintaining daily financial records such as reconciling debtors' and creditors' systems, preparing and maintaining a general ledger, and preparing a trial balance. It also includes activities associated with monitoring cash control for accounting purposes. No licensing, legislative, regulatory or certification requirements apply to this unit at the time of endorsement. This unit contains employability skills. This unit applies to individuals who are skilled operators and apply a broad range of competencies in various work contexts. They may exercise discretion and judgement using appropriate theoretical knowledge of financial records to provide technical advice and support to a team.)

1. Maintain daily financial records
2. Maintain general ledger
3. Monitor cash control

Broadcasting

- **CUFBRD301A - Perform basic transmission operations (40 nominal hours)**

(This unit describes the performance outcomes, skills and knowledge required to prepare material for transmission and to monitor and switch television or radio transmission signals. No licensing, legislative, regulatory or certification requirements apply to this unit at the time of endorsement. This unit contains employability skills. The skills and knowledge described in this unit are applied in small-scale broadcasting facilities with minimal feeds and switches, for example, community radio and television stations or independent production houses that produce and supply content. Broadcast or transmission operators at this level arrange connections and links between external and internal sources, but on a limited basis. Other duties may include compilation and sequencing of content to match transmission schedules. While the role entails a degree of responsibility, broadcast operators at this level generally work under the supervision of a more experienced operator or enterprise manager. In a television context, they are often responsible for ingesting or recording source materials received in a range of formats and ensuring that these comply with transmission standards and specifications. These skills are covered in: CUFBRD303A 'Prepare video material for television transmission'.)

1. Plan transmission control resources
2. Prepare materials for transmission
3. Monitor incoming and outgoing transmissions
4. Provide general technical support

- **CUFBRD302A - Provide production support for television productions (50 nominal hours)**

(This unit describes the performance outcomes, skills and knowledge required to assist producers and directors during production of television programs. No licensing, legislative, regulatory or certification requirements apply to this unit at the time of endorsement. This unit contains employability skills. Producers' assistants (PA's), also known as directors' assistants (DA's), apply the skills and knowledge described in this unit. Generally they work directly to a producer or director. They provide essential administrative, production and technical support in the lead-up to and recording of television productions. During actual production, producers' assistants generally call upcoming shots and cue required sources for standby and input. Usually they are well-organised, highly flexible individuals who possess a good overview of most facets of television production. The role is often a preliminary step towards becoming a producer, director or floor manager. More complex skills associated with the role of floor managers are covered in: CUFPPM405A 'Floor manage studio shoots'.)

1. Prepare for studio recording and operations
2. Call shots and cue in sources during productions
3. Arrange postproduction requirements

- **CUFBRD303A - Prepare video material for television transmission (40 nominal hours)**

(This unit describes the performance outcomes, skills and knowledge required to prepare digital video material for television transmission. No licensing, legislative, regulatory or certification requirements apply to this unit at the time of endorsement. This unit contains employability skills. Ingest operators and video operators apply the skills and knowledge described in this unit. Operators in this context generally work in organisations such as small production houses or community television stations. They work at the front end of video operations, handling video content from source to required digital formats. They are familiar with a reasonable range of video recording, conversion and replay equipment and facilities. They need to be competent with the use of computer technologies and have organisational skills and a good eye detail. Skills associated with this role in more complex broadcasting facilities are covered in: CUFBRD401A 'Coordinate television transmission operations'.)

1. Prepare to ingest video materials
2. Ingest and convert video materials
3. Assist with production activity
4. Document and dispatch recorded material

Camera/cinematography

- **CUFCAM201 A - Assist with a basic camera shoot (30 nominal hours)**

(This unit describes the performance outcomes, skills and knowledge required to assist with setting up and shooting low end productions. No licensing, legislative, regulatory or certification requirements apply to this unit at the time of endorsement. This unit contains employability skills. This unit describes the skills and knowledge required of a camera assistant working on low-budget and low-end single-camera video productions. Issues relevant to pre-production and production activities are included. Camera assistants are expected to work under the direction of a qualified camera operator, and may, on occasions, be responsible for operating cameras. Community television is a typical environment where these skills are applied. These skills are applied in the setting up and shooting of a variety of low-end productions, including community television. Skills associated with basic lighting operations are covered in: CUFLGT101A 'Apply a general knowledge of lighting to work activities'.)

1. Prepare for camera shoots
2. Assist with camera set-up on location
3. Set up lighting
4. Shoot video
5. Wrap up shoots

- **CUFCAM301 A - Shoot material for screen productions (60 nominal hours)**

(This unit describes the performance outcomes, skills and knowledge required to shoot screen material using a single camera unit. No licensing, legislative, regulatory or certification requirements apply to this unit at the time of endorsement. This unit contains employability skills. Camera operators apply the skills and knowledge described in this unit. Their prime responsibility is to capture screen images using a range of video equipment. Operators in this context generally work under direction but perform all camera, sound and lighting functions. Occasionally they will be assisted by a camera assistant or sound recordist. On occasion, they may be required to assist other camera operators with the movement and handling of cameras and cables. Mainstream activities include shooting for news and current affairs, short documentaries, and corporate and training videos. More specialised duties may include the capture of materials for animations and stop-motion animated productions. Typically camera operators are employed by television stations, production houses or corporate video units. In addition, there is a growing body of camera operators who work on a freelance basis. More complex skills associated with shooting television material on location, often as a one-person camera crew, are covered in CUFCAM401A 'Shoot a wide range of television content'.)

1. Prepare for shoots
2. Set up on location
3. Set up lighting
4. Position and operate camera to capture shots
5. Manipulate cables and camera positioning
6. Wrap up the shoot

- **CUFCAM302A - Rig camera infrastructure (30 nominal hours)**

(This unit describes the performance outcomes, skills and knowledge required to install camera infrastructure for a television production. No licensing, legislative, regulatory or certification requirements apply to this unit at the time of endorsement. This unit contains employability skills. This unit describes the skills and knowledge required to rig cabling and dolly tracks for relatively complex multi-camera, or occasionally single-camera, productions. As a rule, cable installations and laying of dolly tracks follow predetermined camera plans and are supervised by a technical producer. Typically the skills set out in this unit apply to television productions but may have relevance to other activities within the cultural industries. Sophisticated rigs are a feature of outside broadcasts, with studio-based productions generally having access to a basic plug-in infrastructure for cameras. Productions may include sporting events, entertainment at venues, drama, comedy and other multi-camera activities. Skills associated with manipulating cables during productions are covered in: CUFCAM301A 'Shoot material for screen productions'. Skills associated with the erection of camera towers and platforms (for which a scaffolder's licence is required) are covered in CUFCAM403A 'Plan and implement the installation of camera supports'.)

1. Prepare for cable rigs
2. Rig camera cables
3. Lay tracks for dolly mounts
4. Disassemble camera cables and dolly tracks

Construction

- **CPCCOHS1001A - Work safely in the construction industry (6 nominal hours)**

(This unit of competency specifies the outcomes required to undertake Occupational Health and Safety (OHS) induction training within the construction industry. It requires the ability to demonstrate personal awareness of OHS legislative requirements, and the basic principles of risk management and prevention of injury and illness in the construction industry. Licensing requirements will apply to this unit of competency depending on the regulatory requirements of each jurisdiction. This unit of competency supports the attainment of the basic OHS knowledge required prior to undertaking designated work tasks within any of the sectors within the construction industry. The unit relates directly to the general induction training program specified by the National Code of Practice for Induction Training for Construction Work (ASCC 2006). This unit contains employability skills.)

1. Identify OHS legislative requirements
2. Identify construction hazards and control measures
3. Identify OHS communication and reporting processes
4. Identify OHS incident response procedures.

Creative thinking

- **BSBCRT101A - Apply critical thinking techniques (20 nominal hours)**

(This unit describes the performance outcomes, skills and knowledge required to use fundamental critical thinking skills. No licensing, legislative, regulatory or certification requirements apply to this unit at the time of endorsement. This unit contains employability skills. This unit applies to all individuals who need the capacity to think critically and apply that thinking to a range of situations and challenges. It is relevant to all work and life situations, and focuses on the conscious development of skills to ask essential questions and to consider answers to those questions. 'A mind with no questions is a mind that is not intellectually alive. No questions (asked) equals no understanding (achieved).' Foundation for Critical Thinking.)

1. Examine the value of curiosity and questioning
2. Develop the habit of asking questions and wondering why
3. Contribute to answers as well as questions

Customer service

- **BSBCUS201A - Deliver a service to customers (40 nominal hours)**

(This unit describes the performance outcomes, skills and knowledge required to deliver all aspects of customer service at an introductory level. It includes creating a relationship with customers, identifying their needs, delivering services or products and processing customer feedback. No licensing, legislative, regulatory or certification requirements apply to this unit at the time of endorsement. This unit contains employability skills. This unit applies to individuals who perform a range of routine tasks in the workplace using a limited range of practical skills and fundamental knowledge of customer service in a defined context under direct supervision or with limited individual responsibility.)

1. Establish contact with customers
2. Identify customer needs
3. Deliver service to customers
4. Process customer feedback

Design

- **BSBDES201A - Follow a design process (40 nominal hours)**

(This unit describes the performance outcomes, skills and knowledge required to follow a design process at a basic level. No licensing, legislative, regulatory or certification requirements apply to this unit at the time of endorsement. This unit contains employability skills. This unit applies to any individual who follows a design process to respond to specific issues or challenges, including product and service requirements arising from particular business or community needs. The unit acknowledges the need to encourage the development of skills, which are sometimes called 'design thinking' or 'design consciousness'. In essence, the unit is about purposeful problem-solving - defining the challenge, coming up with ideas, working with others to develop ideas, reflecting on progress, presenting an idea so it can be implemented and, of course, evaluating whether an idea has met the original challenge. Designers use the processes described in this unit but at a much more sophisticated and complex level. This unit is not about being a designer.)

1. Clarify the challenge
2. Explore different ideas and solutions
3. Select and present a solution
4. Implement the solution
5. Evaluate the solution

- **BSBDES202A - Evaluate the nature of design in a specific industry context (30 nominal hours)**

(This unit describes the performance outcomes, skills and knowledge required to evaluate the nature and role of design in a particular industry context. No licensing, legislative, regulatory or certification requirements apply to this unit at the time of endorsement. This unit contains employability skills. Design occurs in all industries and increasingly, quality design is considered a key factor in building organisational and industry capacity and competitiveness. This unit applies to individuals working in any context, who need to develop a basic appreciation and knowledge of the way that design works in a particular industry and of its potential impacts on industry and individual work practice.)

1. Source information on design in a given industry context
2. Examine links between design and own work
3. Keep up to date with industry design trends

- **BSBDES302A - Explore and apply the creative design process to 2D forms (50 nominal hours)**

(This unit describes the performance outcomes, skills and knowledge required to explore and creatively apply the design process to the development of 2 dimensional (2D) forms. No licensing, legislative, regulatory or certification requirements apply to this unit at the time of endorsement. This unit contains employability skills. This unit applies to individuals who apply the creative design process to the development of 2-dimensional forms. The unit underpins many other specialised design units.)

1. Source information on 2-dimensional design
2. Explore the creative design process for 2-dimensional forms
3. Communicate concepts or ideas through application of design processes to 2-dimensional forms

- **BSBDES303A - Explore and apply the creative design process to 3D forms (50 nominal hours)**
(This unit describes the performance outcomes, skills and knowledge required to explore and creatively apply the design process to the development of 3 dimensional (3D) forms. No licensing, legislative, regulatory or certification requirements apply to this unit at the time of endorsement. This unit contains employability skills. This unit applies to individuals who apply the creative design process to the development of 3-dimensional forms. The unit underpins many other specialised design units.)
 1. Source information on 3-dimensional design
 2. Explore the creative design process for 3-dimensional forms
 3. Communicate concepts or ideas through application of design processes to 3-dimensional forms

Digital content and imaging

- **CUFDIG201A - Maintain interactive content (30 nominal hours)**
(This unit describes the performance outcomes, skills and knowledge required to maintain interactive content. No licensing, legislative, regulatory or certification requirements apply to this unit at the time of endorsement. This unit contains employability skills. People responsible for updating the content of websites apply the skills and knowledge described in this unit. Under direction, they upload a range of media assets and change text content, using a content management system that may be a proprietary system designed for a static or dynamic website. Changes to the interface and structure of the site are made by people in more senior positions.)
 1. Check website information for relevance and currency
 2. Check links and navigation
 3. Update information
 4. Test and confirm changes
- **CUFDIG301A - Prepare video assets (30 nominal hours)**
(This unit describes the performance outcomes, skills and knowledge required to prepare video assets for inclusion in interactive media. No licensing, legislative, regulatory or certification requirements apply to this unit at the time of endorsement. This unit contains employability skills. The size of an organisation or project determines who undertakes the role described in this unit. In a large-scale environment, the person responsible for this task would typically be supervised by a video editor and an interactive media author. In a television production environment, the prime focus of the task involves converting television programs into podcast material or in a form appropriate to streaming or downloading, and this may be a dedicated role under the supervision of a producer. In a smaller organisation or project, a video editor or interactive author or programmer would absorb this task into their own role. In all cases, they are collaborating closely with other team members. Skills associated with other aspects of video production at this level are covered in: CUFCAM201A 'Assist with a basic camera shoot'; CUFPOS201A 'Perform basic vision and sound editing'.)
 1. Identify video assets
 2. Prepare video assets
 3. Package video assets

- **CUFDIG302A - Author interactive sequences (40 nominal hours)**

(This unit describes the performance outcomes, skills and knowledge required to use an authoring tool to produce discrete interactive sequences. No licensing, legislative, regulatory or certification requirements apply to this unit at the time of endorsement. This unit contains employability skills. People responsible for developing small components to be integrated into a larger project apply the skills and knowledge described in this unit. They could be working under the direction of an interactive author or programmer to produce several web pages, or a sequence of screens for other forms of delivery. They need to draw on technical assistance from a programmer or other technical support personnel to produce sequences for server side technologies. In all cases, they are collaborating with other members of a team and need a sound understanding of the project on which they are working. More complex skills associated with authoring are covered in: CUFDIG401A 'Author interactive media'; CUFDIG404A 'Apply scripting language in authoring'.)

1. Plan use of authoring tool
2. Prepare to use authoring tool
3. Produce interactive sequences
4. Check functionality of interactive sequence

- **CUFDIG303A - Produce and prepare photo images (20 nominal hours)**

(This unit describes the performance outcomes, skills and knowledge required to prepare photo images for integration into an interactive media sequence or product. No licensing, legislative, regulatory or certification requirements apply to this unit at the time of endorsement. This unit contains employability skills. This role may be assigned to a graphic artist or, in a larger project, to a photographer who works closely with a programmer or interactive media author to publish required images. The photography ranges from digital still composition to panoramas for the production of virtual worlds. Photo images can include landscapes, objects and portraits. Specialist skills associated with photography are covered in: CUVPHI06A 'Plan and carry out image capture in response to a brief'.)

1. Use scanner to capture photo images
2. Use digital camera to create photo images
3. Edit photo images
4. Prepare photo image assets

- **CUFDIG304A - Create visual design components (30 nominal hours)**

(This unit describes the performance outcomes, skills and knowledge required to create visual designs for a range of interactive media components. People in this role work closely with other members of a production team. They create visual design components in response to specifications and under the supervision of a graphic designer or producer. They contribute creative ideas to the overall concept that needs to take account of technical considerations, such as the final delivery platform. No licensing, legislative, regulatory or certification requirements apply to this unit at the time of endorsement. This unit contains employability skills. This unit requires the application of the key principles and practice of graphic design in the context of creating visual design components that could be integrated into a range of media products, including print media. A graphic artist usually undertakes this role and is expected to be competent in a range of design techniques, including freehand drawing. The visual design output will nevertheless be in a digital format for inclusion in a final media product. More complex skills associated with visual design aspects of a whole interactive media product are covered in: CUFDIG402A 'Design user interfaces'; CUFDIG403A 'Create user interfaces'.)

1. Clarify work requirements
2. Generate and assess ideas
3. Plan approach
4. Produce visual design components
5. Finalise visual design components

Diversity

- **BSBDIV301 A - Work effectively with diversity (30 nominal hours)**

(This unit describes the performance outcomes, skills and knowledge required to recognise and interact productively with diversity in the workplace. It covers sensitive responses to, and interactions with, all manner of diversity that might be encountered during the course of work. No licensing, legislative, regulatory or certification requirements apply to this unit at the time of endorsement. This unit contains employability skills. This unit applies to individuals who work in a variety of contexts, where they will be expected to interact with a diverse client and/or co-worker population.)

1. Recognise individual differences and respond appropriately
2. Work effectively with individual differences

Drawing

- **CUVCOR08B - Produce drawings to represent and communicate the concept (60 nominal hours)**

(This unit describes the skills and knowledge required to produce drawings which represent and communicate the concept. This is a core unit which complements all the specialisation units. It is different from the drawing specialisation units which focus on drawing as an art form. This unit goes beyond the scope of CUVCOR07B 'Use drawing techniques to represent the object or idea' in terms of the complexity of techniques and representation. This work would usually be carried out under supervision. This is a core unit which underpins many other specialisation units. No licensing, legislative, regulatory or certification requirements apply to this unit at the time of endorsement. This unit contains employability skills.)

1. Prepare to use a range of drawing techniques
2. Produce drawings

First aid

- **HLTFA301B - Apply first aid (18 nominal hours)**

*(This unit of competency describes the skills and knowledge required to provide first aid response, life support, management of casualty(s), the incident and other first aiders, until the arrival of medical or other assistance. The required outcomes described in this unit of competency contain applicable facets of Employability Skills. The Employability Skills Summary of the qualification in which this unit of competency is packaged will assist in identifying Employability Skill requirements. **Pre- /co-requisites:** There are no pre-requisites or co-requisites for this competency unit. This unit incorporates the content of units: HLT CPR201A 'Perform CPR'; HLTFA201A 'Provide basic emergency life support'. These skills and knowledge may be applied in a range of situations, including community and workplace settings. Training Package users should ensure implementation is consistent with any specific workplace and/or relevant legislative requirements in relation to first aid, including State/ Territory requirements for currency. Application of these skills and knowledge should be contextualised as required to address specific industry, enterprise or workplace requirements and to address specific risks and hazards and associated injuries. **A current Senior First Aid, Workplace Level 2 or Level 2 qualification may provide evidence of skills and knowledge required by this competency unit.** However, as with all evidence of competence, evidence must be assessed against the requirements specified in the competency unit.)*

1. Assess the situation
2. Apply first aid procedures
3. Communicate details of the incident
4. Evaluate own performance

General maintenance

- **CUFGMT301A - Repair and maintain production equipment (25 nominal hours)**

(This unit describes the performance outcomes, skills and knowledge required to repair and maintain production equipment used in the screen, media and entertainment industries. In some States and Territories of Australia, a restricted electrical licence is required to repair and maintain production equipment. Restricted electrical licences allow a person to carry out electrical work incidental to a trade. Incidental work may include fault-finding on equipment or changing like for like equipment by disconnecting and reconnecting the fixed wiring. It does not include any other changes to the fixed wiring. Testing and tagging of electrical equipment must be carried out by a person with the relevant certificate of competency in accordance with the performance specifications of: Australian Standard 3760: 200 In-service safety inspection and testing of electrical equipment Australian Standard 3002: 1985 Electrical installations shows and carnivals In some States and Territories a licensed electrician would be required to undertake the tasks outlined in element 2. This unit contains employability skills. Technicians working with equipment in the screen, media and entertainment industries typically apply the skills and knowledge described in this unit. Under the supervision of a technical director or senior production staff, they are responsible for basic repairs and maintenance of equipment and facilities needed for a wide range of productions. Complex repairs requiring specific mechanical, electrical or electronic skills are referred to specialist service technicians, e.g. major electrical repairs are carried out by licensed electricians.)

1. Undertake routine maintenance of equipment
2. Attend to the repair of production equipment
3. Review and document maintenance activity

ICT use

- **ICAU3019B - Migrate to new technology (20 nominal hours)**

(This unit defines the competency required to apply skills and knowledge in using new or upgraded technology. This unit contains employability skills.)

1. Apply existing knowledge and techniques to technology and transfer
2. Apply functions of technology to assist in solving organisational problems
3. Evaluate new or upgraded technology performance

- **ICAU3126B - Use advanced features of computer applications (40 nominal hours)**

(This unit defines the competency required to use computer applications employing advanced features. These units are linked and form an appropriate cluster: ICAB3018B 'Develop macros and templates for clients using standard products'. This unit contains employability skills.)

1. Manipulate data
2. Access and use support resources

Innovation

- **BSBINN201A - Contribute to workplace innovation (35 nominal hours)**

(This unit describes the performance outcomes, skills and knowledge required to make a pro active and positive contribution to workplace innovation. No licensing, legislative, regulatory or certification requirements apply to this unit at the time of endorsement. This unit contains employability skills. This unit applies to individuals working in any industry or community context, in both small and large organisations. They take a pro active approach to identifying, suggesting and developing ideas about better ways of doing things at a practical operational level in a specific area of activity. While the individual's overall work is undertaken with some supervision and guidance, the nature of this process requires the application of discretion, judgement and effective interpersonal skills. The unit assumes that there is wider organisational and management support for innovation and for individuals at all levels to contribute to the innovation process.)

1. Identify opportunities to do things better
2. Discuss and develop ideas with others
3. Address the practicalities of change

- **BSBINN301A - Promote innovation in a team environment (40 nominal hours)**

(This unit describes the performance outcomes, skills and knowledge required to be an effective and pro active member of an innovative team. No licensing, legislative, regulatory or certification requirements apply to this unit at the time of endorsement. This unit contains employability skills. This unit applies individuals who play a pro active role in demonstrating, encouraging or supporting innovation in a team environment. The individual may be a team participant or a team leader. The team may 'make itself' or be constructed by others. It may have core members and members who participate at certain times or for particular purposes. It may be permanent or temporary, or come together at different times to work on specific projects. The team could consist of a team of contractors/ freelancers, permanent staff, clients and service providers, or any combination of these groups. It may operate within an organisation or across several organisations - or simply across a group of individuals. The key focus of the unit is on what makes for an innovative team, what keeps it working well, how the structure of work can make a difference and what skills and knowledge are needed to maximise opportunities for innovation. Where a greater focus on team leadership is required this unit should be combined with units such as BSBLED401A 'Develop teams and individuals'.)

1. Create opportunities to maximise innovation within the team
2. Organise and agree effective ways of working
3. Support and guide colleagues
4. Reflect on how the team is working

Lighting

- **CUFLGT101A - Apply a general knowledge of lighting to work activities (20 nominal hours)**

(This unit describes the performance outcomes, skills and knowledge required to complete basic lighting tasks in a range of production contexts. No licensing, legislative, regulatory or certification requirements apply to this unit at the time of endorsement. This unit contains employability skills. People assisting with lighting operations in the screen, media and entertainment industries apply the skills and knowledge outlined in this unit. They are working under the direct supervision of an experienced lighting technician. The role includes the need for an understanding of the role of lighting technicians, lighting system layouts and the functions of a range of lighting equipment. Equipment operation is at a routine level. Higher level skills associated with lighting operations are covered in units such as: CUFLGT301A 'Prepare, install and test lighting equipment'; CUFLGT302A 'Record and operate standard lighting cues'.)

1. Make preparations for lighting set-up
2. Complete tasks using lighting equipment

- **CUFLGT301A - Prepare, install and test lighting equipment (30 nominal hours)**

(This unit describes the performance outcomes, skills and knowledge required to install and test lighting equipment for productions in the film, television and live events industries. Testing and tagging of electrical equipment must be carried out by a person with the relevant certificate of competency according to the performance specifications of: Australian Standard 3760: 2000 In service safety inspection and testing of electrical equipment Australian Standard 3002: 1985 Electrical installations shows and carnivals. In some states and territories, a licensed electrician is required to undertake the tasks outlined in element 5. A licensed rigger is required for the installation of some rigging equipment. This unit contains employability skills. Lighting technicians or lighting assistants generally undertake the role described in this unit under the supervision of a lighting designer, technical director or senior lighting technician. They install and test equipment according to a lighting plan. On some productions and outside broadcasts, a qualified gaffer/chief electrician supervises the installation/rigging of lighting equipment and required power sources. Skills associated with operating lighting equipment during productions are covered in: CUFLGT302A 'Record and operate standard lighting cues'; CUFLGT402A 'Set up, record and operate lighting cues and effects'.)

1. Clarify lighting requirements for productions
2. Prepare lighting equipment for installation
3. Install lighting
4. Install lighting control system
5. Ensure electrical safety
6. Test and adjust lighting
7. Disassemble lighting equipment

- **CUFLGT302A - Record and operate standard lighting cues (30 nominal hours)**

(This unit describes the performance outcomes, skills and knowledge required to operate a lighting console by plotting and modifying standard lighting cues. No licensing, legislative, regulatory or certification requirements apply to this unit at the time of endorsement. This unit contains employability skills. Lighting technicians or lighting assistants in the film, television or live performance industries apply the skills and knowledge described in this unit. In this largely operational role, lighting assistants are required to plot, record and modify lighting cues based on a lighting plan supplied to them by a supervising senior lighting technician or lighting designer. Operators must be familiar with the functions and set-up of lighting consoles and associated peripheral equipment. Skills associated with operating more complex cues and working with advanced equipment are covered in: CUFLGT402A 'Set up, record and operate lighting cues and effects'.)

1. Record, modify and replay lighting cues
2. Test facilities in preparation for plotting lighting cues.
3. Plot and operate lighting cues
4. Conduct basic troubleshooting procedures
5. Carry out post-performance procedures

- **CUFLGT303A - Install and operate follow spots (20 nominal hours)**

(This unit describes the performance outcomes, skills and knowledge required to install and operate follow spots for productions in the screen, media and entertainment industries. No licensing, legislative, regulatory or certification requirements apply to this unit at the time of endorsement. This unit contains employability skills. Lighting technicians or lighting assistants in the screen, media and entertainment industries apply the skills and knowledge described in this unit. Within this largely operational role, follow spot operators need to exhibit a degree of artistic flair, including an ability to empathise with performers and modify follow spot cues quickly and effectively to accommodate unexpected movements during productions. Follow spot operators work with other members of a production team and are typically supervised by a senior lighting technician or lighting designer.)

1. Install follow spots
2. Participate in technical or creative run-throughs
3. Prepare for follow spot operations
4. Operate follow spots
5. Shut down and disassemble equipment

- **CUFLGT304A - Operate floor electrics (20 nominal hours)**

(This unit describes the performance outcomes, skills and knowledge required to set and operate a range of floor electrics for live productions or performances. No licensing, legislative, regulatory or certification requirements apply to this unit at the time of endorsement. This unit contains employability skills. Experienced lighting technicians generally apply the skills and knowledge outlined in this unit. The operation of floor electrics is required for specific on-stage effects, which could involve both front and backstage lighting facilities. Cues for floor electrics are typically included in a lighting plan supplied to operators by a supervising senior lighting technician or lighting designer. More complex skills associated with setting up, recording and operating lighting cues are covered in: CUFLGT402A 'Set up, record and operate lighting cues and effects'.)

1. Participate in technical and creative run-throughs
2. Prepare to operate floor electrics
3. Operate floor electrics
4. Shut down and disassemble equipment

On-air presentation

- **CUFAIR201A - Develop techniques for presenting information on radio (30 nominal hours)**

(This unit describes the performance outcomes, skills and knowledge required to communicate effectively on air. No licensing, legislative, regulatory or certification requirements apply to this unit at the time of endorsement. This unit contains employability skills. This unit concentrates on the development of vocal delivery techniques in an off-air environment prior to recording scripted material for broadcast or presenting program segments live to air under the direct supervision of an experienced broadcaster. Volunteers at community radio stations would typically apply the skills and knowledge described in this unit. Since almost all broadcasters operate the studio panel, combined delivery of this unit with: CUSSOU203A 'Mix sound sources is recommended'. More complex skills associated with the presentation of live-to-air programs while operating a studio panel are covered in: 'CUFAIR301A Present radio programs'.)

1. Identify the elements of effective on air presentation
2. Create simple spreadsheets
3. Develop techniques for reading scripted material
4. Develop techniques for communicating effectively with listeners
5. Contribute to on air programs

- **CUFAIR301A - Present radio programs (30 nominal hours)**

(This unit describes the performance outcomes, skills and knowledge required to operate a panel and present live to air programs in a basic radio studio. No licensing, legislative, regulatory or certification requirements apply to this unit at the time of endorsement. This unit contains employability skills. Volunteers responsible for presenting music-based programs from a community radio studio typically apply the skills and knowledge outlined in this unit. This work is usually undertaken with some supervision and guidance. Skills associated with presenting more complex radio programs are covered in: CUFAIR401A 'Conduct interviews'; CUFAIR402A 'Present a wide range of radio material'.)

1. Prepare for broadcasts
2. Mix audio inputs
3. Present programs
4. Wrap up broadcast session

- **CUFAIR302A - Develop techniques for presenting information to camera (30 nominal hours)**

(This unit describes the performance outcomes, skills and knowledge required to communicate effectively when presenting to camera. No licensing, legislative, regulatory or certification requirements apply to this unit at the time of endorsement. This unit contains employability skills. Trainee presenters at television stations and volunteer presenters in community television apply the vocal and personal presentation techniques described in this unit. This work is usually performed under the direct supervision of a producer and in close collaboration with technical crew. These techniques are further developed in the following units: CUFAIR401A 'Conduct interviews'; CUFAIR501A 'Explore issues on air'.)

1. Identify the elements of effective television presentation
2. Develop techniques for reading scripted material
3. Develop techniques for communicating effectively on camera
4. Record scripted material for broadcast

Post-production

- **CUFPOS201A - Perform basic vision and sound editing (40 nominal hours)**

(This unit describes the performance outcomes, skills and knowledge required to perform basic editing functions in relation to film, television and interactive media productions. No licensing, legislative, regulatory or certification requirements apply to this unit at the time of endorsement. This unit contains employability skills. Editing assistants apply the skills and knowledge described in this unit. Under the direction of an editor or senior editor, they are responsible for digitising, cutting and logging prerecorded image and audio content. Editors then take this material and complete the editing process. Within clearly defined parameters, editing assistants are also responsible for editing content using the basic functions of editing software. More complex skills associated with digital editing are covered in: CUFPOS401A 'Edit screen content for fast turnaround'.)

1. Prepare source materials for edit
2. Log content for editing
3. Perform basic edits

- **CUFPOS301A - Prepare motion picture film for printing or transfer (40 nominal hours)**
(This unit describes the performance outcomes, skills and knowledge required to inspect, clean and edit motion picture film materials in preparation for printing, telecine transfer or digitisation. No licensing, legislative, regulatory or certification requirements apply to this unit at the time of endorsement. This unit contains employability skills. Editors, assistant editors and archival media technicians apply the skills and knowledge outlined in this unit. Generally work is carried out under supervision and entails preparing motion picture film for printing to film, or transfer to video and digital formats. This work may be undertaken in the production of rushes, digital intermediate material, feature productions or archival printing. Key functions include cutting and splicing simple sequences from film according to instructions, as well as analysing the quality of film materials and undertaking basic repairs to damaged film. Attention to detail and accuracy is critical to the editing and preparation processes, as well as effective, safe and ethical work practices. More complex skills associated with major restoration of old or badly damaged film are covered in: CUFPOS405A 'Restore moving images'.)
 1. Prepare film for printing or digitisation
 2. Repair and assemble film
 3. Clean film
 4. Complete process

- **CUFPOS302A - Process motion picture film (40 nominal hours)**
(This unit describes the performance outcomes, skills and knowledge required to process negative and positive motion picture film. No licensing, legislative, regulatory or certification requirements apply to this unit at the time of endorsement. This unit contains employability skills. Motion picture laboratory technicians apply the skills and knowledge outlined in this unit. The core activity involves safe handling and processing of both negative and positive motion picture film. Duties include determining settings for processing equipment, applying correct chemical solutions and temperature and monitoring film processing operations. Motion picture laboratory technicians usually work under the supervision of a senior laboratory technician.)
 1. Receive, check, and spool exposed film
 2. Prepare equipment for film processing
 3. Test performance of equipment
 4. Monitor film processing
 5. Complete work operations

- **CUFPOS303A - Print motion picture film (50 nominal hours)**
(This unit describes the performance outcomes, skills and knowledge required to produce unexposed print copies of assembled films. No licensing, legislative, regulatory or certification requirements apply to this unit at the time of endorsement. This unit contains employability skills. Laboratory technicians and film processors apply the skills and knowledge contained in this unit. Usually under the supervision of a senior laboratory officer, they work closely with film editors and camera personnel. They are responsible for working with processing and printing equipment to produce unexposed print copies from negative and positive film. A combination of mechanical and analytical skills is required as the work can be exacting. A reasonable level of literacy and numeracy skills is necessary in the context of interpreting and calculating printing requirements.)
 1. Receive and check film rolls
 2. Power up equipment for film printing
 3. Lace up film
 4. Monitor printing process
 5. Complete the printing process

Production planning and management

- **BSBCON401A - Plan and prepare programs (40 nominal hours)**

(This unit describes the performance outcomes, skills and knowledge required to work effectively in a business continuity context. This unit requires an awareness of the organisation's overall business continuity management framework and participation in activities related to the business continuity management framework. No licensing, legislative, regulatory or certification requirements apply to this unit at the time of endorsement. This unit is for individuals working in administrative and/or support roles who require a basic knowledge of the processes relating to the organisation's business continuity requirements. Business continuity awareness and planning help the organisation to identify barriers and/or interruptions and to determine how the organisation will achieve critical business objectives (even at diminished capacity) until full functionality is restored. This unit contains employability skills.)

1. Demonstrate an understanding of the business continuity management framework
2. Support the organisation's business continuity strategies

- **CUFPPM301A - Plan and prepare programs (60 nominal hours)**

(This unit describes the performance outcomes, skills and knowledge required to plan and prepare material for television or radio programs. No licensing, legislative, regulatory or certification requirements apply to this unit at the time of endorsement. This unit contains employability skills. Production assistants employed by television or radio networks apply the skills and knowledge described in this unit. They could be working on daily or weekly programs where the target audience and program style have already been defined. Programs could be pre-recorded or live. Even though a producer or director typically supervises program preparation, production assistants are expected to work autonomously within clear guidelines. At community stations, program presenters usually prepare and present their own material. Skills associated with recording and editing routine audio material for radio are covered in: CUFSOU302A 'Compile audio material for broadcast'.)

1. Plan program content
2. Assemble program items
3. Contribute to evaluation of programs

- **CUFCMP301A - Implement copyright arrangements (20 nominal hours)**

(This unit describes the performance outcomes, skills and knowledge required to implement individual or collaborative copyright arrangements. This unit is related to CUFCMP501A Manage and exploit copyright arrangements. No licensing, legislative, regulatory or certification requirements apply to this unit at the time of endorsement. This unit contains employability skills. This unit addresses the implementation of copyright arrangements, including sourcing copyright information, gaining clearance to use other people's material and protecting material from unauthorised use. It has application to people involved in using/creating original works, including literary works, computer programs, compilations, artistic works, dramatic works, musical works, cinematograph films, sound recordings, broadcasts, photographs, photographic imagery and published works. This unit does not address assigning copyright and licensing rights. This is addressed in: CUFCMP501A 'Manage and exploit copyright arrangements'.)

1. Source information on copyright
2. Obtain permission to use copyright material
3. Protect material from unauthorised use

Research

- **CUFRES201A - Collect and organise content for broadcast or publication (20 nominal hours)**
(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. This unit contains employability skills. 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'.)
 1. Locate information
 2. Organise information
 3. Maintain information sources

Sustainability

- **BSBSUS201A - Participate in environmentally sustainable work practices (20 nominal hours)**
(This unit describes the performance outcomes, skills and knowledge required to effectively measure current resource use and to carry out improvements including reducing the negative environmental impact of work practices. This unit requires the ability to access industry information, and applicable legislative and occupational health and safety (OHS) guidelines. While no licensing, legislative, regulatory or certification requirements apply holistically to this unit at the time of publication, relevant national, state and territory legislation, regulations and codes of practice impact upon this unit. This unit contains employability skills. This unit applies to operators/team members under supervision or guidance, who are required to follow workplace procedures and instructions, and to work in an environmentally sustainable manner. It covers: efficient resource use; potential environmental hazards; regulatory compliance; improving environmental performance (within the scope of competency, authority and own level of responsibility). It addresses the knowledge, processes and techniques necessary to participate in environmentally sustainable work practices.)
 1. Identify current resource use
 2. Comply with environmental regulations
 3. Seek opportunities to improve resource efficiency

Writing

- **CUFWRT301A - Write content for a range of media (40 nominal hours)**
(This unit describes the performance outcomes, skills and knowledge required to write content for a range of media. No licensing, legislative, regulatory or certification requirements apply to this unit at the time of endorsement. This unit contains employability skills. The person applying the skills and knowledge outlined in this unit could be expected to write both original and re-purposed non-narrative content for a range of media. The content could include such things as information for websites; community, news and promotional announcements for radio stations; organisation newsletters and audio or visual presentations. In larger organisations or in the development of e-learning resources, the person would usually be re-purposing material written by other writers or content experts. This work is usually undertaken with some supervision and guidance. The writing of narrative content is covered in: CUFWRT302A 'Write simple stories'. More complex skills associated with writing can be found in: CUFWRT401A 'Edit texts'; CUFWRT403A 'Write narration and current affairs material'.)
 1. Prepare to write content
 2. Draft content
 3. Finalise content

- **CUFWRT302A - Write simple stories (30 nominal hours)**

(This unit describes the performance outcomes, skills and knowledge required to write simple stories. People with the skills outlined in this unit are able to use both linear and non-linear structures to write simple stories. They could be writing stories for a wide range of products, e.g. interactive media, animations, e-learning resources and the print media. They would typically be writing stories in response to a clearly-defined brief under the supervision of a senior writer or editor. Stories would be short, e.g. a story for one or two animated objects, a dialogue between characters in a learning resource, or a creative piece for a magazine. No licensing, legislative, regulatory or certification requirements apply to this unit at the time of endorsement. This unit contains employability skills. Skills associated with writing more complex stories are covered in: CUFWRT402A 'Write extended stories'.)

1. Clarify storytelling requirements
2. Prepare to write stories
3. Draft stories
4. Refine stories

Selecting electives for different outcomes

The context for this qualification varies, and this must guide the selection of elective units. Examples of appropriate elective units for particular outcomes at this level follow.

Camera/lighting assistant

- Core units plus:
- CUFCAM201A Assist with a basic camera shoot
- CUFCAM301A Shoot material for screen productions
- CUFCAM302A Rig camera infrastructure
- CUFLGT101A Apply a general knowledge of lighting to work activities
- CUFLGT302A Record and operate standard lighting cues
- CUFLGT301A Prepare, install and test lighting equipment
- CUFLGT303A Install and operate follow spots
- CUFLGT304A Operate floor electrics

Community radio program maker/presenter

- Core units plus:
- CUFRES201A Collect and organise content for broadcast or publication
- CUFPPM301A Plan and prepare programs
- CUFWRT301A Write content for a range of media
- CUFYOU302A Compile audio material for broadcast
- CUFAIR201A Develop techniques for presenting information on radio
- CUFAIR301A Present a radio program
- BSBDIV301A Work effectively with diversity
- CUFYOU204A Perform basic sound editing

Interactive media author assistant

- Core units plus:
- CUFDIG201A Maintain interactive content
- CUFDIG301A Prepare video assets
- CUFYOU301A Prepare audio assets
- CUFDIG302A Author interactive sequences
- CUFDIG303A Produce and prepare photo images
- CUFDIG304A Create visual design components
- CUFRES201A Collect and organise content for broadcast or publication
- CUFWRT301A Write content for a range of media

Production assistant

- Core units plus:
- CUFWRT301A Write content for a range of media
- CUFPOS201A Perform basic vision and sound editing
- CUFCMP301A Implement copyright arrangements
- CUFRES201A Collect and organise content for broadcast or publication
- CUFBRD302A Provide production support for television productions
- BSBFIA301A Maintain financial records
- CUFDIG201A Maintain interactive content
- CUFGMT301A Repair and maintain production equipment

Archival media technician

- Core units plus:
- CUFPOS201A Perform basic vision and sound editing
- CUFRES201A Collect and organise content for broadcast or publication
- CUFPOS301A Prepare motion picture film for printing or transfer
- CUFPOS302A Process motion picture film
- CUFPOS303A Print motion picture film
- CUSSOU10A De-noise soundtracks
- BSBCUS201A Deliver a service to customers
- CULMS412B Record and maintain collection information