

FORM 25- Course Outline Brochure CUA41220 Certificate IV in Screen and Media

The Community Media Training Organisation (CMTO) is a Registered Training Organisation (RTO ID 91800) delivering Nationally Recognised Training. We have a commitment to helping people achieve their learning goals, in a fun and supportive learning environment.

The CMTO provides specialised industry training for anyone considering a career and employment within the community broadcasting industry and the wider media.

How can training benefit you?

A Nationally Recognised qualification upon successful completion of the course

- Fun and flexible delivery of training and assessment by experienced industry trainers and assessors
- The opportunity to choose a career path through recognised qualifications
- Learning of new skills
- Develop your existing skills further, or have your existing skills recognised with a nationally recognised qualification
- Meet new people and gain confidence in your broadcast skills!

Qualification Pathways

The Screen and Media Training Package does not mandate particular pathways to the achievement of qualifications.

However, the CMTO suggests possible pathways for community broadcasters to attain qualifications:

<p>Certificate II in Creative Industries</p>	<p>Certificate III in Screen and Media</p>	<p>Certificate IV in Screen and Media</p>
<p>Radio Production Assistant</p>	<p>Community radio program maker or presenter</p>	<p>Radio Producer Production Coordinator</p>

What Content is covered in the Training?

The CUA41220 Certificate IV in Screen and Media reflects the role of individuals who use well-developed skills and a broad knowledge base in a wide variety of contexts in the film, television, radio and digital media industries. They apply solutions to a defined range of unpredictable problems, and analyse and evaluate information from a variety of sources. They may provide leadership and guidance to others with some limited responsibility for the output of others.

Job roles and titles vary across the industry sectors. Possible job titles relevant to this qualification include:

- Radio Producer
- Production Coordinator

Units

Participants need to complete 13 units of competency, consisting of:

- 3 Core units
- 10 Elective units

The CMTO delivers the Certificate IV in Screen and Media across four skill sets. Students only need to complete two skill sets and must choose the industry specialisation they wish to follow and select the appropriate skill set. All students then need to complete the Work In The Creative Industries Skill Set in order to obtain the full qualification:

Statement of Attainment in Radio and Podcasting Skills

CUAWRT413	Write narration and material for productions
CUARES412	Conduct research
CUASOU417	Edit sound
CUASOU415	Record sound
CUAAIR411	Plan and conduct interviews
CUASOU304	Prepare audio assets (core)
CUAPPM414	Produce programs and program segments (core)

Statement Of Attainment in Journalism Skills

CUAAIR411	Plan and conduct interviews
CUAWRT301	Write content for a range of media
CHCLEG002	Interpret and use legal information
CUARES412	Conduct research

CUASOU417	Edit sound
CUASOU315	Compile audio materials for broadcast
BSBCRT412	Articulate, present and debate ideas

Statement Of Attainment in Broadcast Technologist Skills

CUABRT401	Install or upgrade broadcast equipment and facilities (required)
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An additional six elective units to be advised.

Applications are accepted on an expression of interest only basis at this time

Statement Of Attainment – Work in the creative industries skill set

CUAWHS312	Apply work health and safety practices (core)
CUAIND311	Work effectively in the creative arts industry (core)
BSBPEF402	Develop personal work priorities (core)
CUAMWB401	Develop and implement own self care plan in the creative industries (core)
CUABRT414	Coordinate outside broadcasts
BSBCRT413	Collaborate in creative processes

Who can undertake the training?

This course is suitable for experienced volunteers at community radio stations who would like to extend their skills beyond on-air broadcasting. Learners must be volunteers or workers at a community radio station with a minimum of 12 months experience.

They will have an interest in producing an outside broadcast, as well as producing a radio feature or documentary. Learners will have undertaken a station induction process and must be involved in a range of compulsory station activities to complement their learning experience, including attending station meetings and participating in existing program teams as a volunteer.

What are the entry requirements for this course?

Learners must be volunteers or workers at a community radio station with a minimum of **12 months experience**.

How is the course delivered and assessed?

Training and assessment will take place in a radio station by a qualified Trainer monitoring your progress.

The course is delivered with both theory and practical elements and is completed both in a simulated working environment and on-the-job. The delivery of training will include a mixture of classroom delivery, group discussions and individual research and exercises.

Assessment is used to provide you with feedback on your progress and to measure your skills and knowledge against the training qualification requirements and those of the industry. The assessment process will include written and practical presentations, observation and classroom participation and will require some time away from the training rooms completing assignments and self-paced exercises.

How long is the course?

The CMTO offers this course through a Skill Set arrangement. Students need to choose their industry specialisation and complete one skill set only. In order to obtain the full qualification, students then need to undertake the Work in the creative industries skill set.

Statement of Attainment In Radio and Podcasting Skills (7 units)

This skill set is delivered over a period of 18-20 weeks.

You will be required to:

- Attend 12 x 6hr face to face training sessions
- Undertake 7 hours of face-to-face mentoring
- Plan 20 hours each week for online and community radio station activities and assessments

OR

Statement of Attainment in Journalism Skills (7 units)

This skill set is delivered over a period of 18-20 weeks.

You will be required to:

- Attend 12 x 6hr face to face training sessions
- Undertake 7 hours of face-to-face mentoring
- Plan 20 hours each week for online and community radio station activities and assessments

OR

Statement of Attainment in Broadcast Technologist Skills (7 units)

This skill set is delivered over a period of 18-20 weeks.

You will be required to:

- Attend 12 x 6hr face-to-face training sessions
- Undertake 7 hours of face-to-face mentoring
- Plan 20 hours each week for online and community radio station activities and assessments

Statement of Attainment – Work in the creative industries skill set (6 units)

This skill set is delivered over a period of 8-10 weeks

You will be required to:

- Attend 10 x 6hr face-to-face training sessions
- Plan 20 hours each week for online and community radio station activities and assessments

To undertake full the CUA41220 Certificate IV in Screen and Media, enrolled students must complete 13 units.

This course is delivered over a period of 26-30 weeks.

You will be required to:

- Attend 20 x 6hr face to face training sessions
- Undertake 7 hours of face-to-face mentoring
- Plan 20 hours each week for online and community radio station activities and assessments

It is important that you commit to attending all of the classes. If you do miss a class, it is equally important you contact your trainer to discuss how you can catch up.

How often are the courses offered?

The CUA41220 Certificate IV in Screen and Media course is offered at various approved partner stations via an annual application process with classes being held at times which suit full time workers and students.

Please ask your station's Training Coordinator about training dates.

Is the course available online?

The CMTO has an online school and webinars available to students. So as a student you will need to have access to a computer and the Internet. If you don't, the CMTO will try to locate services where you may be able to access these in your area.

The online school is where you can complete assessments and access learning materials and links. You can also see your feedback from your trainer and track your progress.

How much will it cost?

CMTO training is subsidised by the Community Broadcasting Foundation's National Training Project, fully subsidised courses are limited to the funding available. For fully subsidised courses, the CMTO does not charge course fees to participants.

For fully subsidised courses your station will receive funding for hosting the training and the trainer is paid by the CMTO.

For all other courses, including courses which are customised to your needs, contact the CMTO office for fee details.

In the case of the NSW Smart and Skilled funded courses offered by the CMTO from time to time, fees will apply. For further information on fees for Smart and Skilled courses see www.smartandskilled.com.au

Other fees

For re-issuance of Certificates and Statements of Attainments the student will be charged \$20 per document required. Payment for the re-issuance of such documents is required prior to the re-issuance occurring by the RTO.

How do I enrol?

Simply complete the following steps and you could be on your way to starting a course:

1. Read and understand the information contained in the Student Information Booklet
2. Talk with your trainer about the course.
3. Apply for a Unique Student Identifier (USI). This can be done by going to the Unique Student Identifier website (<http://www.usi.gov.au/>). All students enrolling after January 2015 must have a USI. If you would like assistance call the CMTO office on 02 9318 9626
4. Sign the Enrolment Form to show that you understand all of the information provided, and return the Enrolment Form to your trainer or the CMTO.

Would you like more information?

Go to www.cmto.org.au where you will find out all you need to know about opportunities to learn more about the media!

Or you can contact our friendly team at the Community Media Training Organisation by calling: 02 9318 9626 (Office Hours: Mon-Fri 9am-5pm).