

CUA31020 Certificate III 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.

1. 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 broadcasting skills!

2. Who is this training course for?

This course is suitable for community radio workers who are active members of a station.

3. What are the entry requirements for this course?

Learners must be workers (including volunteers and employees) at a community radio station. They must have undergone a station induction process and be engaged at the station for the duration of the course in compulsory station activities, including station meetings and participating in an existing program team.

4. What are the employment outcomes for this course?

After the successful completion of this training product, participants will have the competencies required by industry to perform entry level roles in the media industry.

- Community radio program maker/presenter.
- Radio Production Assistant
- Radio Producer
- Production Coordinator

5. What are the Pathways for further studies for this course?

After the successful completion of this training product, participants will have the skills and knowledge required to participate in further studies.

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:

Certificate II in Creative Industries	Certificate III in Screen and Media	Certificate IV in Screen and Media
Radio Production Assistant	Community radio program maker or presenter	Radio/podcast producer/presenter Production coordinator Audio editor Digital producer Content creator Sound recordist Audio narrator

6. What are the units of competency for this course?

The packaging rules for CUA31020 Certificate III in Screen and Media States:

Packaging rules	
Number of units:	11
Core units:	3
Elective units:	8

- Of the elective units at least three must be from Group A. Of the remaining elective units at least three must be from Group A and/or Group B. Up to 2 may be from the listed elective units or any currently endorsed Certificate II or above training package qualification or accredited course.

Consistent with the packaging rules, this course comprises the following units of competence:

Unit code/title	Core	Elective	Group/Imported
CUAIND311 Work effectively in the creative arts industry	x		

CUAAIR211 Develop techniques for presenting information on-air		x	B
CUAAIR311 Present programs on air		x	A
CUAPPM312 Plan and prepare program content		x	A
CUAWRT301 Write content for a range of media		x	A
CHCLEG002 Interpret and use legal information		x	A
CUAAIR411 Plan and conduct interviews		x	Imported
CUASOU212 Perform Basic sound editing		x	B
BSBCRT311 Apply critical thinking skills in a team environment	x		
ICTWEB306 Develop web presence using social media		x	A
CUAWHS312 Apply work health and safety practices	x		

7. How long is the course?

This course is delivered over a period of 12 months/52 weeks.

Students should plan for the following over that period:

Mode	Approx. hours per week
Face To Face/Online learning	2hrs
Online self-paced learning	7hrs
Workplace learning	12hrs
Assessment	1hr
Total	22 hrs per week

8. How is this course structured?

The course includes the following structured learning stages:

Broadcaster Skill Set

- CUAIND311 Work effectively in the creative arts industry
- CUAAIR211 Develop techniques for presenting information on- air
- CUAAIR311 Present programs on-air
- CUAPPM312 Plan and prepare program content
- CUAWRT301 Write content for a range of media

Interviewing Skill Set

- CHCLEG002 Interpret and use legal information
- CUAAIR411 Plan and conduct interviews
- CUASOU212 Perform basic sound editing

Social Media Skill Set

- BSBCRT311 Apply critical thinking skills in a team environment
- ICTWEB306 Develop web presence using social media
- CUAWHS312 Apply work health and safety practices

9. How is the course delivered and assessed?

Training and assessment will take place face-to-face, online and on-the-job at a community broadcasting station.

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 online learning activities through the Moodle Learning Management System, online group meetings, 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 online participation and will require time for completing assignments and self-paced exercises.

10. How often are the courses offered?

This course is offered on an annual basis via an application process, and classes are held at times which suit the majority of students.

For future training dates, please contact the CMTO at info@cmto.org.au.

11. How much will it cost?

Standard course fee per student	\$6,930
Fee subsidies	<p>Students may be eligible for a fully or partially subsidised training place depending on their location.</p> <p>Prospective students or employers must contact the CMTO at info@cmt.org.au for more information about subsidised training and course fees.</p> <p>Refer to Appendix 1: State funded training for more information about potential subsidies.</p>

We can also assess your current skills and consider applications for Recognised Prior Learning.

The CMTO can arrange for fees to be paid by students in instalments throughout the course if requested.

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

12. 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.

13. 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 FORM 22 Student Information Handbook.
2. Talk with your station manager 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. [Request an Enrolment Form from the CMTO.](#)
- 5.

14. 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).

APPENDIX 1: State Funded Training

Smart and Skilled NSW

Smart and Skilled is a reform of the NSW Vocational Education and Training (VET) system. It's helping people in NSW get the skills they need to find a job and advance their careers.

Smart and Skilled provides eligible students with an entitlement to government-subsidised training up to and including Certificate III.

In NSW, the CMTO's CUA31020 Certificate III in Screen and Media is subsidised for eligible students under the Smart and Skilled program.

If you're a prospective student, the Smart and Skilled website tells you everything you need to know about Smart and Skilled before you enrol with your preferred training provider. Visit this link to read more about Smart and Skilled:

<https://education.nsw.gov.au/skills-nsw/apprentices-and-trainees/low-cost-and-free-training-options>

To read more about the notification of enrolment process and obtaining a USI download the FORM 79 Pre enrolment information Smart and Skilled Students V2.3.

Upon enrolment evidence must be provided of citizenship. Also, evidence must be provided that the student lives or works in NSW. A letter from an employer can be provided as proof that the student works in NSW. A document from the government such as a driver's licence will help prove that they live in NSW.

Are there student fees?

A student contribution amount may apply. Some students may also be eligible for concessions or exemptions.

Visit this link to check your eligibility for subsidies, concessions or exemptions:

<https://education.nsw.gov.au/skills-nsw/apprentices-and-trainees/low-cost-and-free-training-options/smart-and-skilled>

Consent form

You will have to complete a Smart and Skilled consent form so that your information can be provided to the Department of Education.

Information for employers

Please refer to the below website for information on the relevant forms required for employees under the Smart and Skilled program.

<https://www.nsw.gov.au/education-and-training/vocational/funding/smart-skilled-employers>

Skills Tasmania

Skills Tasmania is a funding program by the Department for State Growth, Tasmania, to subsidise some of the costs of selected vocational education courses.

In Tasmania, CMTO's CUA31020 Certificate III in Screen and Media is subsidised by Skills Tasmania for eligible students.

Are there student fees?

Contact the CMTO for information about the student contribution and course costs for a Skills Tasmania subsidised course.

Who can enrol?

Visit the following link to check your eligibility to enrol in a Skills Tasmania subsidised course: <https://skills.tas.gov.au/learners>