

CUA41220 Certificate IV in Screen and Media – Traineeship

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 workers/staff at community radio stations or within the creative industries who would like to gain a qualification and extend their broadcasting, production and communications skills.

3. What are the entry requirements for this course?

Learners must be **employed** at a community radio station or in the creative industries.

Learners will have undergone a recruitment process that deems them eligible for a Traineeship within their State Traineeship/Apprenticeship framework.

They will have an interest in on-air broadcasting, internal and external communications, social media, producing an outside broadcast, as well as producing a radio feature or documentary.

Learners must be involved in a range of compulsory workplace activities for the duration of the course in order to complement their learning experience. This may include attendance at staff meetings, participating in existing teams as a staff member and similar tasks.

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/podcast program maker/presenter
- Sound recordist

- Audio editor
- Audio narrator
- Digital producer
- Content creator
- Assistant producer
- 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:

- CUA51020 - Diploma of Screen and Media

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

The qualification packaging rules set out the allowable combinations of units of competency required for a particular AQF qualification.

The packaging rules for CUA41220 Certificate IV in Screen and Media States:

Packaging Rules	
Number of units:	13
Core units:	4
Elective units:	9

- At least 7 must be from Groups A, B, C and/or D
- Up to 2 may be from Groups A, B, C, D, E and/or F, or any other currently endorsed Certificate III or above training package qualifications or accredited course

Elective units must be relevant to the work environment and the qualification, maintain the integrity of the AQF alignment and contribute to a valid vocational outcome.

The units set out for this course provide the qualification with a specialisation in Radio and Podcasting according to the following qualification packaging rules:

Radio and Podcasting

- 4 Group C Screen and Media elective units must be selected and must include CUAAIR411 Plan and conduct interviews, CUAPPM414 Produce programs and program segments, and CUAWRT415 Write narration and material for productions

The achievement of a specialisation will be identified on testamur as follows:

- CUA41220 Certificate IV in Screen and Media (Radio & Podcasting)

For further information about packaging rules go to training.gov.au

Consistent with the packaging rules listed above, this training product comprises the following units of competence:

Unit Code/Title	Core	Elective	Group/Imported
BSBPEF402 Develop personal work Priorities	x		
CUAIND311 Work effectively in the creative arts industry	x		
CUAMWB401 Develop and implement own self-care plan in the creative industries	x		
CUAWHS312 Apply work health and safety practices	x		
CUABRT414 Coordinate outside broadcasts		x	C
BSBCRT413 Collaborate in the creative processes		x	F
CUARES412 Conduct Research		x	C
CUAWRT415 Write narration and material for productions		x	C
CUASOU417 Edit Sound		x	C
CUASOU415 Record sound		x	C
CUAAIR411 Plan and conduct interviews		x	C
CUAPPM414 Produce programs and program segments		x	C
CUASOU304 Prepare audio assets		x	C

7. How long is the course?

This course is delivered over a period of twelve 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	25hrs
Assessment	1hr
Total	35 hrs per week

8. How is this course structured?

This course is delivered over a period of twelve months (52 weeks).

The course includes the following structured stages:

Working in the Creative Industries Skill Set

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

Radio and Podcasting Skill Set

- CUARES412 Conduct research
- CUASOU415 Record Sound
- CUAAIR411 Plan and conduct interviews
- CUAWRT415 Write narration and material for productions
- CUASOU417 Edit Sound
- CUASOU304 Prepare audio assets
- CUAPPM414 Produce programs and program assets

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 with classes being held at times which suit the majority of students.

11. How much will it cost?

CMTO training is subsidised by the Community Broadcasting National Training Project.

For fully subsidised courses, the CMTO does not charge course fees to participants.

In some states this course may be subsidised depending on whether you are eligible for subsidies.

In some cases, your employer may be required to pay your course fee if you are undertaking a Traineeship.

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

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

For current fees please contact the CMTO on info@cmto.org.au

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 and 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.

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).