

Title	Schedule and manage playlists for radio		
Level	4	Credits	15

Purpose	People credited with this unit standard are able to: determine playlist requirements; manage a playlist; and organise a music system.
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Classification	Electronic Media > Radio
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Available grade	Achieved
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Guidance Information

Definitions

Station practice refers to the documented procedures which set out the standard practices of the station.

Station format means the presentation structure required by the programme director.

Target audience means the audience the station targets expressed in terms of gender, age, and socio-economic status.

Rotate means the category that the song is placed into.

Outcomes and performance criteria

Outcome 1

Determine playlist requirements.

Performance criteria

- 1.1 Style of music is selected to meet station format requirements and target audience.
- 1.2 Total playlist and rotation levels are selected to meet station format requirements.
- 1.3 Playlist format is selected to reflect target audience.

Outcome 2

Manage a playlist.

Performance criteria

- 2.1 Each rotate contains songs appropriate to the station format.
 Range any combination of – Hot 1, Hot 2, adds, downs, recurrences, night songs, special features, gold lists.
- 2.2 Playlist rotates are massaged and updated in accordance with station format.
- 2.3 New songs are introduced in to match the station’s target audience’s preferred music as defined by the results of the station’s research.
 Range may include but is not limited to – sales charts, other stations' airplay, television exposure, artist history, music research.

Outcome 3

Organise a music system.

Performance criteria

- 3.1 Music to be played is available in the studio on time, in play order, in the required format, and is of the required technical standard.
- 3.2 Performance and phono rights are documented in accordance with station format requirements.

This unit standard is expiring. Assessment against the standard must take place by the last date for assessment set out below.

Status information and last date for assessment for superseded versions

Process	Version	Date	Last Date for Assessment
Registration	1	28 February 1997	30 September 2021
Revision	2	11 March 1998	30 September 2021
Revision	3	8 February 2001	30 September 2021
Review	4	20 March 2009	30 September 2021
Review	5	18 February 2011	30 September 2021
Review	6	26 August 2021	30 September 2021

Consent and Moderation Requirements (CMR) reference	0002
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This CMR can be accessed at <http://www.nzqa.govt.nz/framework/search/index.do>.