

Title	Produce a radio programme		
Level	5	Credits	5

Purpose	People credited with this unit standard are able to: prepare for broadcast; provide services during broadcast; and debrief following broadcast.
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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.

Programme requirements means content required from a generated or manual schedule.
- For the purposes of assessment against this unit standard a candidate must produce a minimum of two programmes of at least thirty minutes duration each.
- All work practices must comply with an approved code of broadcasting practice as defined in the Broadcasting Act 1989, and with the following legislation – Broadcasting Act 1989, Copyright Act 1994, Defamation Act 1992, Human Rights Act 1993, Privacy Act 1993. These codes can be obtained from the Broadcasting Standards Authority (www.bsa.govt.nz) or the Advertising Standards Authority (www.asa.co.nz).

Outcomes and performance criteria

Outcome 1

Prepare for broadcast.

Performance criteria

- 1.1 Programme requirements are described in terms of their relationship with the target audience.

- 1.2 Contents are prepared before broadcast goes to air in accordance with station format requirements.
- Range scripting, comment pieces, question lines.
- 1.3 Contributors are identified in terms of target audience interest.
- Range newsmakers, guests.
- 1.4 Contributors are briefed in accordance with station practice.
- Range time, requested performance, station protocols.
- 1.5 Announcer is briefed in terms of arrangements and commitments made for show and in accordance with station practice.
- Range time estimation, contributors, contact details, question lines, scripting, comment pieces, call screening.

Outcome 2

Provide services during broadcast.

Performance criteria

- 2.1 Advice to announcer enables guests to be interviewed as outlined in the presenter's brief.
- 2.2 Contributors are put to air to meet programme requirements.
- 2.3 All on-air calls are screened before they go to air.
- 2.4 All inventory gets to air in terms of programme requirements and in accordance with station practice.
- Range recorded information, phone calls, advertisements, other inserts.

Outcome 3

Debrief following broadcast.

Performance criteria

- 3.1 Performance is reviewed in terms of both positive and negative elements.
- Range producer, announcer or host.
- 3.2 Suggestions for review are made in terms of the findings of the review.

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

This CMR can be accessed at <http://www.nzqa.govt.nz/framework/search/index.do>.