

<b>Title</b>	<b>Record and edit for radio broadcast</b>		
<b>Level</b>	<b>3</b>	<b>Credits</b>	<b>10</b>

<b>Purpose</b>	People credited with this unit standard are able to: set up to record using a single microphone in a studio; set up to record on location with one microphone; record material in a studio; record material on location; edit raw material; and complete work operations.
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<b>Classification</b>	Electronic Media > Radio
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<b>Available grade</b>	Achieved
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### Explanatory notes

#### 1 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.

*Station technical standards* are the guidelines laid down by the programme director of the minimum quality of audio required by the station.

#### 2 Recording for this unit standard may be analogue or digital with consequent editing.

#### 3 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](http://www.bsa.govt.nz)) or the Advertising Standards Authority ([www.asa.co.nz](http://www.asa.co.nz)).

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## Outcomes and evidence requirements

### Outcome 1

Set up to record using a single microphone in a studio.

### Evidence requirements

#### 1.1 Audio desk and recording device are lined up with tone in accordance with station technical standards.

- 1.2 Microphone is selected and placed to achieve the required acoustic without interfering with the presenters.
- 1.3 Microphone channel meets producer's sound requirements.
- 1.4 Recording level is set and monitored to meet station technical requirements.
- Range compression, equalisation, effects.

## Outcome 2

Set up to record on location with one microphone.

### Evidence requirements

- 2.1 Equipment is confirmed as fully operational before recording operation commences.
- Range recording equipment, microphone, cables, batteries and spares, wind socks, headphones.
- 2.2 Equipment is selected in accordance with environmental conditions and programme requirements.
- Range type of microphone, background noise, risk to microphone, handling noise, weather conditions.
- 2.3 Power supply meets equipment and recording duration requirements.
- Range fully charged batteries, mains.
- 2.4 Recording level is set and monitored to meet programme requirements.
- Range compression, equalisation, effects.

## Outcome 3

Record material in a studio.

### Evidence requirements

- 3.1 Recording level is set and monitored to meet programme requirements.
- Range compression, equalisation, effects.
- 3.2 Raw material is recorded to meet programme requirements.

3.3 Recording problems are identified and material re-recorded where necessary to meet job requirements.

Range microphone performance inadequacies, recording device inconsistencies, recorder failures, acoustic changes.

#### **Outcome 4**

Record material on location.

#### **Evidence requirements**

4.1 Material is recorded free of unwanted noise.

4.2 Microphone is placed to achieve the level of noise required by the producer.

#### **Outcome 5**

Edit raw material.

#### **Evidence requirements**

5.1 Raw material is transferred to editing equipment in accordance with equipment specifications.

5.2 Material is edited to the duration required.

5.3 Result is enhanced as necessary to meet programme requirements.

Range may include but is not limited to – equalisation, compression, effects.

5.4 Editing is completed to station technical requirements.

#### **Outcome 6**

Complete work operations.

#### **Evidence requirements**

6.1 Operations are completed without damage to equipment and materials.

6.2 Equipment is used, maintained, cleaned, and stored according to specifications.

Range manufacturer, station practice.

6.3 Documentation is completed according to station practice.

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<b>Replacement information</b>	This unit standard replaced unit standard 1479.
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<b>Planned review date</b>	31 December 2016
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#### Status information and last date for assessment for superseded versions

Process	Version	Date	Last Date for Assessment
Registration	1	28 February 1997	31 December 2010
Revision	2	11 March 1998	31 December 2010
Revision	3	8 February 2001	31 December 2010
Review	4	20 March 2009	31 December 2010
Review	5	18 February 2011	N/A

<b>Accreditation and Moderation Action Plan (AMAP) reference</b>	0002
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This AMAP can be accessed at <http://www.nzqa.govt.nz/framework/search/index.do>.

#### Please note

Providers must be granted consent to assess against standards (accredited) by NZQA, or an inter-institutional body with delegated authority for quality assurance, before they can report credits from assessment against unit standards or deliver courses of study leading to that assessment.

Industry Training Organisations must be granted consent to assess against standards by NZQA before they can register credits from assessment against unit standards.

Providers and Industry Training Organisations, which have been granted consent and which are assessing against unit standards must engage with the moderation system that applies to those standards.

Consent requirements and an outline of the moderation system that applies to this standard are outlined in the Accreditation and Moderation Action Plan (AMAP). The AMAP also includes useful information about special requirements for organisations wishing to develop education and training programmes, such as minimum qualifications for tutors and assessors, and special resource requirements.

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#### Comments on this unit standard

Please contact [Competenz info@competenz.org.nz](mailto:Competenz info@competenz.org.nz) if you wish to suggest changes to the content of this unit standard.