

Title	Operate a studio during a live radio broadcast		
Level	4	Credits	15

Purpose	People credited with this unit standard are able to: prepare for a live broadcast; record material during a live radio show; ensure the quality of the broadcast; and save material for archives.
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Classification	Electronic Media > Radio
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Available grade	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 All work practices must comply with the codes of advertising practiced as published by the Advertising Standards Authority, and 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, and 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 evidence requirements

Outcome 1

Prepare for a live broadcast.

Evidence requirements

- 1.1 Equipment is checked and unsafe or non-operational gear repaired or replaced before broadcast commences in accordance with station practice.

- 1.2 Recording scheduled is proposed in terms of all known commitments from the programme schedule.
- 1.3 Pre-recorded material is confirmed as available prior to broadcast.
- 1.4 Preparation ensures external sources required by the programme are available from point of origin to desk.

Outcome 2

Record material during a live radio show.

Evidence requirements

- 2.1 Recording equipment is checked and prepared in accordance with the station technical standards.
- 2.2 Pre-recorded material, if relevant, is made available for play in time for presenter's cues.
- 2.3 All on-air elements are recorded during broadcast.

Range may include but not limited to – commercials, music, crossovers, pre-recorded inserts.

Outcome 3

Ensure the quality of the broadcast.

Evidence requirements

- 3.1 Broadcast quality is tested prior to going live in accordance with station technical standards.
- 3.2 Rescheduled recording is advised to presenter to meet programme requirements.
- 3.3 Selected location is within the broadcasting range of the studio.
- 3.4 Dead air does not occur during outside broadcast.

Outcome 4

Save material for archives.

Evidence requirements

- 4.1 Audio programme sent back to station is clean with no distortions or technical faults.

4.2 Relevant material is saved for archiving and future use in accordance with station practice.

4.3 Documentation is completed in accordance with station practice.

Replacement information	This unit standard replaced unit standard 1480.
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Planned review date	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

Accreditation and Moderation Action Plan (AMAP) reference	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.

Comments on this unit standard

Please contact Competenz info@competenz.org.nz if you wish to suggest changes to the content of this unit standard.