

Title	Write a voice report for radio		
Level	2	Credits	5

Purpose	People credited with this unit standard are able to prepare to write, and write a voice report for radio.
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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.
- 2 A minimum of five voice reports must be submitted for this unit standard and each voice report will be no less than a minute, and no more than three minutes long.
- 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) or the Advertising Standards Authority (www.asa.co.nz).

Outcomes and evidence requirements

Outcome 1

Prepare to write a voice report for radio.

Evidence requirements

- 1.1 A topic is selected in accordance with the interests of the station target audience.
- 1.2 Research of the topic identifies the key points of interest and reason(s) for the broadcast in accordance with the station's target audience.

- 1.3 Draft notes are compiled for the delivery of the voice report in accordance with station practice.

Outcome 2

Write a voice report for radio.

Evidence requirements

- 2.1 Voice report is written in accordance with station format requirements.

Range written for ear, conversational.

- 2.2 Voice report is written in accordance with station practice.

Range layout, spacing, punctuation, grammar, spelling, direct quotes, attributions.

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Status information and last date for assessment for superseded versions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](mailto:info@competenz.org.nz) if you wish to suggest changes to the content of this unit standard.