Radio Adelaide Training (Provider 2242)
Certificate III in Media Course 2015

Our Certificate III in Media Course includes Station Induction, Live Production and Presentation, Industry Knowledge and Online Production and Presentation.

The course covers industry knowledge, broadcast law, and the skills to prepare and present live radio and online podcasts. You’ll be trained to write for radio, plan shows, record and edit audio and get the best out of your voice. Completion of the course earns the Certificate III in Media CUF30107, a nationally accredited qualification.

The course includes:
- 13 weeks of classes, including 2 practical assessments
- Online coursework and assignments
- A further 3 weeks of classes or a portfolio of radio work

Pre-requisite knowledge: Basic computer skills including some experience with databases

Course Fee:
The course fee for the Radio Adelaide Certificate III in Media is one of the best available in Australia.

$1360 ($1030 concession if you hold a current Government concession card including student card)

- Greatly reduced fee if you are eligible for a subsidy through Skills for All - $550 & $410 concession
- The fee includes our Training Manual, as hard copy or as a PDF version for your tablet or laptop.

Payments can be made upfront or in 3 stages. In this case an instalment payment form must be completed.
- 20% on enrolment
- 50% at the start of training
- 30% within 3 months from start of training

Completion of the course leads to the 11 units of the Certificate III in Media (CUF30107) listed below.

You will receive a parchment for the units which you complete.

CUFAIR301A  Present radio programs
CUFAIR201A  Develop techniques for presenting information on radio
CUSO2U202A  Mix sound sources for broadcast
CUFWR301A  Write content for a range of media
CUFIND301B  Work effectively in the screen and media industries
CUFRES201A  Collect and organise content for broadcast or publication
CUEC001C  Manage own work and learning
BSB3RT301A  Develop and Extend Critical Thinking Techniques
CUF3OU020A  Compile audio material for broadcast
CUF3OU030A  Prepare audio assets
CUSO3H301A  Participate in OHS Processes
## Course Structure

<table>
<thead>
<tr>
<th>Week 1</th>
<th>Induction</th>
<th>Meet your trainer and classmates. Course structure and expectations explained.</th>
<th>90 mins</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Week 2</strong></td>
<td><strong>Industry Knowledge</strong></td>
<td>A community broadcasting overview, including organization and broadcast technology. Online Assignment</td>
<td>2 hrs</td>
</tr>
<tr>
<td><strong>Weeks 3 - 7</strong></td>
<td><strong>Technical Production</strong></td>
<td>Panel operation, studio recording, digital editing, program planning and station systems. Assessment by “live” studio test.</td>
<td>2 hr class + 2 hr studio practice per week</td>
</tr>
<tr>
<td><strong>Week 8</strong></td>
<td><strong>Broadcast Law and Ethics</strong></td>
<td>Introduction to legal requirements including defamation, copyright, complaint handling and Community Broadcasting Codes of Practice. Online Assignment</td>
<td>2 hrs</td>
</tr>
<tr>
<td><strong>Weeks 9-13</strong></td>
<td><strong>Radio Presentation</strong></td>
<td>Presenter’s role, program planning, radio writing, voice. Assessment by “live” studio test.</td>
<td>2 hr class + 2 hr studio practice per week</td>
</tr>
<tr>
<td><strong>Weeks 14 - 16</strong></td>
<td><strong>Audio Production</strong></td>
<td>Audio editing, multitrack editing, writing for online, uploading podcasts Assessment by class tasks and portfolio.</td>
<td>2 hr class + 2 hr studio practice per week</td>
</tr>
<tr>
<td><strong>No classes</strong></td>
<td><strong>Occupational Health &amp; Safety</strong></td>
<td>Online Assignment only Assignment completed anytime from week 1</td>
<td></td>
</tr>
<tr>
<td></td>
<td><strong>Critical Thinking</strong></td>
<td>Online Assignment only Assignment completed anytime from week 8</td>
<td></td>
</tr>
</tbody>
</table>

**Skills Recognition:** If you’ve been trained elsewhere you can apply for us to assess your skills and qualify you for any sections of the course. The fee is available from the Training Office. All station workers are required to attend our Induction and the two classes covering Broadcast Law and Industry Knowledge.

**Training contract**
- Fee covers all parts of the Training Course and the Radio Adelaide Training Manual
- No training will be delivered until a minimum of 70% of total fee is received
- Training contract expires 12 months from receipt date on your Volunteer and Training Application form
- Students who start training can apply to defer for all or part of the course. This can be done once only
- Trainees must complete Technical Production training assessment successfully to continue with the course.

**Trainees can apply for a refund under these conditions**
- An administration fee of 20% is charged on all refunds
- A refund for the hard copy Training Manual ($30/$20 concession) if returned intact within 30 days
- 50% refund available on application within 12 months. No refund after 2 course offers have been made or more than 4 lessons attended or any work submitted for assessment

All queries about Radio Adelaide Training to Training Manager Charlotte Bedford
08 83135000 or charlotte.e.bedford@adelaide.edu.au