

Certificate III in Broadcasting (Radio) Enrolment Form



*Units leading to a Certificate III in Broadcasting
(Radio)*

SECTION A: Personal Details

Please print clearly and write name as you wish it to appear on your certificate.

First Name: _____	Surname: _____
Address: _____ _____	
Postcode: _____	
Telephone: _____	Mobile: _____
Email: _____	
DOB: _____	Gender: _____

SECTION B: General – This information is collected for statistical purposes

Are you currently a volunteer at a community radio station? Y N

If yes, which station? _____

How long have you been a volunteer at that station? _____

Are you currently an employee of a community radio station? Y N

If yes, which station? _____

What is your position at that station? _____

Your employment status (outside the community radio station)

Employed f/t Employed p/t Unemployed Retired

Student Parent f/t

Office use only:

Trainee No: _____

Commencement date: _____

Receipt No: _____

Have you completed the School Certificate or equivalent? Y N

Year of completion _____

Have you completed the Higher School Certificate? Y N

Year of completion _____

Have you completed any other further education and training? Y N

Year of completion _____

Please provide details: _____

Tick any of the following categories that may apply to you.

- Aboriginal
- Torres Strait Islander
- Person living with a disability
- Language other than English spoken at home. If yes, please specify

Do you have any special needs that may affect your ability to participate in training and assessment?

How did you find out about this training?

Please describe what you hope to achieve by completing this course.

TRAINING DETAILS

Please **tick** the unit(s) you wish to enrol in.

Topic	Code	Unit of Competency	I want to enrol in:	I want to apply for RPL* in:
You and Your Radio Station	CUFGEN01A	Develop and apply industry knowledge		
	CUSGEN02A	Work in a culturally diverse environment		
	CUECOR2A	Work with others		
	CUFSAF01A	Follow health, safety and security procedures		
Media Law and Standards	CUFGEN02A	Identify industry laws and regulations and apply them to workplace activities		
	CUSADM08A	Address copyright requirements		
Editing	CUSSOU07A	Edit sound using analogue systems		
	CUSSOU24A	Edit sound using computerised digital equipment/systems		
Basic Administration	CUSRAD01A	Collect and organise information		
	CUSADM01A	Purchase or hire equipment/supplies		
	CUECLE1A	Undertake general administrative procedures		
Basic Technical Operations	CUSSOU02A	Operate a portable audio recorder		
	CUFSOU02A	Operate a studio panel		
Planning and Presenting a Program	CUFPOP17A	Plan and prepare a program		
	CUFAIR01A	Develop and maintain the general knowledge required by presenters		
	CUFPOP14A	Produce a pre-recorded program segment		
	CUFAIR03A	Present information on-air		
	CUFAIR05A	Conduct a live voice report		
	CUFAIR02A	Conduct an interview		
Sound Recording	CUSSOU13A	Set up, operate and de-rig portable sound recording equipment		
	CUSSOU05A	Install, align and test sound equipment		
	CUSSOU04A	Record sound		
	CUSSOU09A	Mix sound sources		
Writing for Radio	CUFWRT06A	Write a news voice report		
	CUFWRT05A	Write content and/or copy		
Administration and Sales	CUSGEN04A	Participate in negotiations		
	CUFMAR01A	Sell products and services		
	ICAITU126A	Use advanced features of computer applications		
	CUFMEM12A	Update web pages		

* **Recognition of Prior Learning (RPL):** You can apply for **RPL**, i.e. to have your existing skills assessed, to determine whether you are eligible to receive credit for some units. Discuss the matter with your trainer before completing the enrolment form.

Have you received, read and understood the Student Handbook detailing the CBAA's policies and procedure

Y N

Signed: _____ **Date:** _____

PRIVACY NOTICE

The information provided by you on this application form will be used by the CBAA for the purposes of general student administration, planning and communication. You may access, correct or amend your personal details by contacting the CBAA office. The information provided by you may be used by or on behalf of state government or commonwealth governments for the purposes of conducting surveys or statistical purposes. By completing and lodging this form you will be deemed to consent to that use