



Workplace
Training
Specialists

Certificate III in Media (CUF30107)

About the course

The Certificate III in Media offered at RMT is designed to give you the essential skills of Digital Media for work in the Multimedia industry. This course covers the skills required to create and manage digital graphics, video, audio, 2D animations and web sites. Learn how to use the applications used in industry including Adobe Photoshop, Adobe Premiere, Adobe Dreamweaver, Adobe Flash, and Adobe Illustrator amongst others.

About River Murray Training

RMT has been a registered training organisation (RTO) in business/administration since 1997. RMT has a reputation as an innovative provider in work-based learning and the use of flexible delivery methods to meet enterprise and individual client needs.

Quick Facts

Duration of Course	12 months full time; 2 years part time. The average program is approximately 500 nominal hours, undertaken as 4 contact hours per month, and up to 8-10 hours per week independent learning using online and print based resources, and applying skills in the workplace.
Prerequisites	Nil, however as this qualification is at Australian Qualification Framework (AQF) level 3 there is an expectation that the learner will have language, literacy and numeracy skills equivalent to at least year 11, and computer skills to undertake routine administrative tasks
Pathways into this qualification	Candidates may enter the qualification with limited or no vocational experience and without a relevant lower-level qualification
Recognition of Prior Learning (RPL)	Competence in units can be fully or partially awarded through recognition of prior experience and/or learning. RPL reduces the time required to complete the course, and reduces the cost of a qualification. Indicate your interest in RPL on the Enquiry Form.
National Recognition	River Murray Training recognises the AQF qualifications and Statements of Attainment issued by other RTO's where a certified statement of Attainment/Qualification and statement of results is provided.
Cost of Course Fee arrangements for individuals - No GST	\$2500, \$500 on commencement, \$1000 at 3 months & 6 months RPL \$105/unit For refund and fees in advance policy and fee breakdown please refer to website. All learning materials are included in the fees. GST additional when invoiced to an ABN.
Skill Development	This program utilises opportunities to develop skills in a work environment

River Murray Training (RTO# 1093) Head Office: 18 Strawbridge St, BERRI, SA, 5343

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Career Opportunities

Job roles and titles vary across different industry sectors. Possible job titles relevant to this qualification include: Archival Media Assistant, Camera/Lighting assistant, Community radio program maker/presenter, Editing Assistant, Interactive Media author assistant, Production assistant.

Enrolment process

Prior to enrolment please read the **RMT Code of Practice**, **Fees in advance** and **refund policies** and **service guarantee advice** found on www.r-m-t.com.au.

1. Indicate your interest in the program by contacting RMT by phone, email or Form enquiry
2. Participate in a pre-enrolment interview to discuss your requirements and learning context such as reason for study, flexible delivery, Recognition of Prior Learning, enterprise arrangements and learning support needs. Fees, advance fee policy, refund policy and service guarantee is documented in a Client Services Agreement.
3. Complete an enrolment form, select units of competency and apply for RPL. There may be an RPL fee payable.
4. An RMT Facilitator will guide you through the RPL process, and provide feedback on "not yet competent" units
5. An individual learning program is developed and included in the Client Services Agreement
6. Other arrangements are negotiated and documented in the Client Service Agreement - Fees; Delivery and Assessment; Enterprise; Client support plan; and learner/RTO/enterprise roles and responsibilities.

Learner (and enterprise) orientation is arranged and undertaken. The Client Service Agreement is signed by relevant parties. Learner is given login and password to access to www.r-m-t-online.com. (Guardian must sign also, where learner is under 18)

Online Delivery

Online delivery provides a flexible way to study. **Learn at a time convenient to you and stay in contact with your facilitators using internet communication technology and online meeting software.**

- o Regular weekly online session (1- 2 hours) either 1:1 or part of a small group
- o eLearning accessible from www.r-m-t-online.com supplements facilitated online sessions along with print-based resources which are supplied to the learner in hard copy , and downloadable from the website.
- o Facilitator is accessible via email, Internet chat or phone for additional support if required.

Arrangements can be made for self-directed study at RMT Computer Suite at 18 Strawbridge Street, Berri where additional tuition support is available.

Your choice of units

Because of our flexible delivery strategy we are able to offer clients their choice of units within the qualification rules. If there is a skill not listed we may be able to import an appropriate unit from another industry Training Package. Please raise this at the pre-enrolment interview with the RMT Media facilitator.

Client support

The need for additional support is discussed during the pre-enrolment interview and where agreed, a client support plan is developed, documented and included in the Client Services Agreement. This will be reviewed with the client on a regular basis. River Murray Training can provide additional tutoring support and counselling on other support options.

RMT offers reasonable adjustments in how assessment is undertaken to accommodate a client's special needs where a client has indicated he/she has special needs. A list of local support services and contacts is provided to clients in their induction pack. Please discuss your needs with our Media Program Coordinator or your Facilitator.

Assessment

Assessment of competence is demonstrated through application of skills and knowledge in a work context. This could be the student's workplace or other negotiated arrangements, which will be documented in the Client Services Agreement. Assessment methods will vary per unit but generally include:

- o Work journal
- o Self assessment
- o Formative exercises and case studies in Learner Guide
- o Questioning (oral & written) and interviewing
- o Demonstration
- o Portfolio of work related documents
- o Third Party verification and/or testimonial

River Murray Training moderates and validates its assessment processes, tools and outcomes regularly with staff, other RTOs, employers, and learners.

Continuous improvement strategy

River Murray Training regularly seeks feedback from its learners and employers and gathers data from its RTO activities, national training system data, national e-learning participation data, and industry-based surveys. Data and feedback are reviewed at management meetings and opportunities for improvement recognised and acted upon. RMT clients can submit feedback to us anytime using our Stakeholder Feedback Form.

Code of Practice

River Murray Training makes a commitment to providing high quality training and has a record of excellent outcomes from its training programs. How we achieve this and our commitment to our clients is set out in our Code of Practice which is on our website at: <http://www.r-m-t.com.au/> and in our Business Induction Pack.

Accreditation

Upon successful completion of this course students will be awarded a CUF30107 Certificate III in Media. This qualification is recognised nationally under the Australian Qualifications Framework (AQF 3). A statement of attainment is issued where there is partial completion only.

Pathways from the Qualification

After achieving the CUF30107 Certificate III in Media, students may undertake the CUF40107 Certificate IV in Screen and Media. Many of the skills in the Certificate III are transferable into other industry sectors.

Subsidised training

The Commonwealth Government offers incentives for eligible workers. Contact an [Australian Apprenticeships Centre](#) for advice on the incentives available.

Resources

Resources are a blend of commercial and RMT customised learner guides.

Program Qualification Rules

Total number of units = 11

3 core units plus 8 elective units (6 elective units must be selected from the elective units listed below. The remaining 2 elective units may be selected from the elective units listed below, from this Training Package or from any current accredited course or endorsed training package at the same qualification level.)

<i>Core units</i>		
BSBCRT301A	Develop and extend critical and creative thinking skills	This unit describes the performance outcomes, skills and knowledge required to develop the habit of thinking in a more creative way. This unit applies to individuals who need to develop and extend their critical and creative thinking skills
CUFIND301B	Work effectively in the screen and media industries	This unit describes the performance outcomes, skills and knowledge required to work in a team environment in the film, broadcasting and digital media industries
CUSOHS301A	Follow occupational health and safety procedures	This unit describes the performance outcomes, skills and knowledge required to follow OHS policies and procedures in the entertainment and media industries.
<i>Elective Units</i>		
CUFANM301A	Create 2D digital animations	This unit describes the performance outcomes, skills and knowledge required to use industry-current software, such as Flash, to create 2D animations
CUFANM302A	Create 3D digital animations	This unit describes the performance outcomes, skills and knowledge required to animate simple 3D models and create 3D animations
CUFANM303A	Create 3D digital models	This unit describes the performance outcomes, skills and knowledge required to create 3D digital models
CUFSOU204A	Perform basic sound editing	This unit describes the performance outcomes, skills and knowledge required to for basic digital sound editing.
CUFSOU301A	Prepare audio assets	This unit describes the performance outcomes, skills and knowledge required to prepare audio assets for inclusion in interactive media.
CUFSOU302A	Compile audio material for broadcast	This unit describes the performance outcomes, skills and knowledge required to record and edit short audio segments within tight deadlines
CUSSOU201A	Assist with sound recordings	This unit describes the performance outcomes, skills and knowledge required to assist with sound recordings using a variety of recording equipment in a studio or live environment.
BSBFIA301A	Maintain financial records	This unit describes the performance outcomes, skills and knowledge required to maintain financial records for a business. It includes maintaining daily financial records such as reconciling debtors' and creditors' systems, preparing and maintaining a general ledger, and preparing a trial balance. It also includes activities associated with monitoring cash control for accounting purposes.

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CUFCAM201A	Assist with basic camera shoot	This unit describes the performance outcomes, skills and knowledge required to assist with setting up and shooting lowend productions
BSBCRT101A	Apply critical thinking techniques	This unit describes the performance outcomes, skills and knowledge required to use fundamental critical thinking skills. This unit applies to all individuals who need the capacity to think critically and apply that thinking to a range of situations and challenges. It is relevant to all work and life situations, and focuses on the conscious development of skills to ask essential questions and to consider answers to those questions
BSBCUS201A	Deliver a service to customers	This unit describes the performance outcomes, skills and knowledge required to deliver all aspects of customer service at an introductory level. It includes creating a relationship with customers, identifying their needs, delivering services or products and processing customer feedback.
BSBDES201A	Follow a design process	This unit describes the performance outcomes, skills and knowledge required to follow a design process at a basic level. This unit applies to any individual who follows a design process to respond to specific issues or challenges, including product and service requirements arising from particular business or community needs.
BSBDES202A	Evaluate the nature of design in a specific industry	This unit describes the performance outcomes, skills and knowledge required to evaluate the nature and role of design in a particular industry context.
BSBDES302A	Explore and apply the creative design process to 2D forms	This unit describes the performance outcomes, skills and knowledge required to explore and creatively apply the design process to the development of 2 dimensional (2D) forms.
BSBDES303A	Explore and apply the creative design process to 3D forms	This unit describes the performance outcomes, skills and knowledge required to explore and creatively apply the design process to the development of 3 dimensional (3D) forms.
CUFDIG201A	Maintain interactive content	This unit describes the performance outcomes, skills and knowledge required to maintain interactive content using Dreamweaver
CUFDIG301A	Prepare video assets	This unit describes the performance outcomes, skills and knowledge required to prepare video assets for inclusion in interactive media
CUFDIG302A	Author interactive sequences	This unit describes the performance outcomes, skills and knowledge required to use an authoring tool to produce discrete interactive sequences
CUFDIG303A	Produce and prepare photo images	This unit describes the performance outcomes, skills and knowledge required to prepare photo images for integration into an interactive media sequence or product
CUFDIG304A	Create visual design components	This unit describes the performance outcomes, skills and knowledge required to create visual designs for a range of interactive media components.
BSBDIV301A	Work effectively with diversity	This unit describes the performance outcomes, skills and knowledge required to recognise and interact productively with diversity in the workplace. It covers sensitive responses to, and interactions with, all manner of diversity that might be encountered during the course of work.

CUVCOR08B	Produce drawings to represent and communicate the concept	This unit describes the skills and knowledge required to produce drawings which represent and communicate the concept. This is a core unit which complements all the specialisation units. It is different from the drawing specialisation units which focus on drawing as an art form.
ICAU3019B	Migrate to new technology	This unit defines the competency required to apply skills and knowledge in using new or upgraded technology.
ICAU3126B	Use advanced features of computer applications	This unit defines the competency required to use computer applications employing advanced features.
BSBINN201A	Contribute to workplace innovation	This unit describes the performance outcomes, skills and knowledge required to make a pro active and positive contribution to workplace innovation.
BSBINN301A	Promote innovation in a team environment	This unit describes the performance outcomes, skills and knowledge required to be an effective and pro active member of an innovative team.
CUFRES201A	Collect and organise content for broadcast or publication	This unit describes the performance outcomes, skills and knowledge required to compile routine information for broadcast or publication.
BSBSUS201A	Participate in environmentally sustainable work practices	This unit describes the performance outcomes, skills and knowledge required to effectively measure current resource use and to carry out improvements including reducing the negative environmental impact of work practices.
CUFWRT301A	Write content for a range of media	This unit describes the performance outcomes, skills and knowledge required to write content for a range of media The person applying the skills and knowledge outlined in this unit could be expected to write both original and re-purposed non-narrative content for a range of media
CUFWRT302A	Write simple stories	This unit describes the performance outcomes, skills and knowledge required to write simple stories. People with the skills outlined in this unit are able to use both linear and non-linear structures to write simple stories. They could be writing stories for a wide range of products, e.g. interactive media, animations, e-learning resources and the print media

Employability Skills

The following table contains a summary of employability skills for this qualification. Employability Skills are defined as "skills required not only to gain employment, but also to progress within an enterprise so as to achieve one's potential and contribute successfully to enterprise strategic directions". Employability skills are embedded in units of competency and assessed as part of the unit. The Employability Skills for this qualification are listed below.

Communication

- o interpreting and clarifying written or verbal instructions
- o interpreting and applying information in user manuals for software applications
- o writing copy that meets specific requirements

Teamwork

- o seeking and responding to feedback on work in progress
- o working as a member of a production team - both independently on assignment and under direction

Problem Solving

- o anticipating and dealing with minor equipment set-up and operational problems
- o modifying graphic images and elements of web pages to achieve desired effect

Initiative and Enterprise

- o generating a range of feasible ideas for visual designs within scope of job role
- o obtaining information in a culturally appropriate way
- o participating in quality improvement activities

Planning and Organising

- o collecting and organising information in a way that allows for easy retrieval
- o planning work tasks in a logical sequence
- o undertaking basic research into information to be used in written copy

Self-management

- o acting within the scope of job role
- o following workplace procedures, particularly in relation to OHS
- o producing work within deadlines
- o seeking expert assistance when problems arise

Learning

- o keeping up to date with industry developments and trends
- o improving writing skills through drafting and redrafting material
- o reviewing design and creative reference material to improve understanding of visual communication principles
- o identifying and taking advantage of opportunities for ongoing professional development

Technology

- o managing files using standard naming conventions
- o using content management systems, authoring and digital imaging software
- o using link-checking software
- o using video and audio software to prepare video and audio sequences for inclusion in interactive media products

Registration of Interest - Certificate III in Media (CUF30107)

Name: _____

Address _____

Phone _____ Mobile _____ Email _____

Details of other Training Qualifications completed

Study intentions

Study reasons

Employer support

Do you have internet access at work and at home?

If yes, what type of internet access do you have?

Other information:

FAX OR EMAIL to RIVER MURRAY TRAINING

Fax: (08) 8582 3662

Email: admin@r-m-t.com.au

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