

### Equipment and resources for Journalism Providers

Organisations seeking accreditation to assess unit standards in the Journalism domain need to meet the criteria of the Accreditation and Moderation Action Plan 002.

One criteria is related to resources.

Specialist equipment is required for some unit standards. The applicant organisation must have policies and procedures in place to ensure the equipment and teaching resources are suitable for the requirements of the unit standard before courses/programmes are commenced.

The applicant organisation must have:

- or have access to the appropriate facilities and the necessary equipment, resources and training aids to deliver and assess programmes assessing against the unit standards specified in the scope of the application; (a copy of the list of core equipment/resources is available from the CMITO head office and listed below).
- or have access to a hard and/or soft copy of library of resources including books, journals and newspapers, dictionaries;
- or have access to any prescribed texts;
- policies and procedures to ensure that students are able to access the necessary resources at a time that recognises the flexible hours of industry during their course of study;
- access to suitable internet facilities.
- It is required that students are able to access the necessary resources at a time that recognises the flexible hours of industry during their course of study.

It is recommended that the applicant organisation reaches a formal agreement with industry sectors so that material published in print, radio and television or posted on the internet can be used as teaching aids without risk of copyright infringement. Major media outlets have standard procedures in place to facilitate use of material for training.

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Basic equipment for all strands of this domain:

- Access to daily newspapers and magazines
- Radio
- Access to broadband internet
- PCs and keyboards
- Software for design modules
- Digital cameras

Applied Journalism

This operates through workplaces. Accredited providers must have access to appropriate newsrooms, trained supervisors, equipment and procedures necessary to produce work to a workplace standard for print, radio, television and internet

Journalism Skills

- Basic equipment for all courses:
  - a permanent room equipped as a newsroom with access to a fax machine and access to dedicated journalism programme telephones at a ratio of one to six students;
  - access to separate seminar/lecturer classroom available;
  - word processors (linked to the Internet) one per student, with a printer;- newspaper files with a selection of daily and weekly newspapers;
  - a library (substantial in the case of courses above level 3) of printed resource material including books, journals and newspaper clippings, dictionaries and prescribed texts;
  - one radio/cassette recorder;
  - TV receiver.
  - Digital cameras capable of producing print-quality photos
  - Access to broadband internet
- In addition, radio courses above level 3 also need to plan to take account:
  - one broadcast quality mini disc recorder and microphone per student;
  - one broadcast quality digital editing machine for every 6 students;
  - adequate equipment for recording broadcast quality telephone interviews;
  - video cassette replay unit;
  - access to ongoing voice training and presentation skills training which meets radio broadcast standards;
  - adequate supply of discs;
  - patchcords;
  - bulk eraser;
  - cleaning equipment (heads);
  - headphones;
  - stopwatches.

Television course above level 3 need to plan to take into account:

- one broadcast quality microphone, video camera and tripod;
- video lighting;
- broadcast quality video and audio editing equipment;
- adequate video playback equipment;

- access to on-going voice training and presentation skills training;
- video cassettes;
- makeup;
- stopwatches
- A tape camera with external microphone input (Notes, the camera should be mainly auto but some manual controls would be useful. Digital with firewire in/out, DVD or memory stick cameras are difficult for non-consumers to use.)
- A tripod large enough for the camera, also a smooth head.
- At least one shotgun microphone, with windsock, stand and cables,
- At least one lapel mic
- A small light to prevent panda eyes in interviews with small stand (and sandbag), as well as power cables
- An edit computer. The computer must be sufficiently powerful to run a programme capable of mixing, cutting and producing audio tracks (Note, the programme: Windows movie maker is not sufficient,).