

2020/2021 Student Competency Record
Radio Communications I
8640 - 36 weeks, 140 hours

Student	School Year
School	Teacher Signature

Traditional letter or numerical grades do not provide adequate documentation of student achievement in competency-based education; therefore, the Virginia Standards for CBE require a recording system to provide information about competencies achieved to employer, student-employee, and teacher. The Student Competency Record provides a means for keeping track of student progress. Ratings are assigned by the teacher for classroom competency achievement and by the teacher-coordinator in conjunction with the training sponsor when competence is evaluated on the job.

Tasks/competencies designated "Required" are considered essential statewide and are required of all students. In some courses, all tasks/competencies have been identified as required. Tasks/competencies marked "Optional" are considered optional; they and/or additional tasks/competencies may be taught at the discretion of the school division. Tasks/competencies marked with an asterisk (*) are considered sensitive, and teachers should obtain approval by the school division before teaching them. Student competency records should be kept as long as the student is enrolled in the school and for five years after the student graduates/leaves the school.

Note: Students with an Individualized Education Program (IEP) or an Individualized Student Alternative Education Plan (ISAEP) will be rated, using the following scale, only on the competencies identified in their IEP or ISAEP.

Students will be expected to achieve a **satisfactory rating** (one of the three highest marks) on the Student Competency Record (SCR) rating scale on at least 80% of the required (essential) competencies in a CTE course.

...RATING SCALE...

- 1 - Can teach others**
- 2 - Can perform without supervision**
- 3 - Can perform with limited supervision**
- 4 - Can perform with supervision**
- 5 - Cannot perform**

8640 36 weeks, 140 hours	Radio Communications I TASKS/COMPETENCIES		Date	Rating
	Demonstrating Personal Qualities and Abilities			
Required	1	Demonstrate creativity and innovation.		
Required	2	Demonstrate critical thinking and problem solving.		
Required	3	Demonstrate initiative and self-direction.		
Required	4	Demonstrate integrity.		
Required	5	Demonstrate work ethic.		
	Demonstrating Interpersonal Skills			
Required	6	Demonstrate conflict-resolution skills.		
Required	7	Demonstrate listening and speaking skills.		
Required	8	Demonstrate respect for diversity.		
Required	9	Demonstrate customer service skills.		
Required	10	Collaborate with team members.		
	Demonstrating Professional Competencies			
Required	11	Demonstrate big-picture thinking.		
Required	12	Demonstrate career- and life-management skills.		
Required	13	Demonstrate continuous learning and adaptability.		
Required	14	Manage time and resources.		
Required	15	Demonstrate information-literacy skills.		
Required	16	Demonstrate an understanding of information security.		
Required	17	Maintain working knowledge of current information-technology (IT) systems.		
Required	18	Demonstrate proficiency with technologies, tools, and machines common to a specific occupation.		
Required	19	Apply mathematical skills to job-specific tasks.		
Required	20	Demonstrate professionalism.		
Required	21	Demonstrate reading and writing skills.		
Required	22	Demonstrate workplace safety.		
	Examining All Aspects of an Industry			
Required	23	Examine aspects of planning within an industry/organization.		
Required	24	Examine aspects of management within an industry/organization.		
Required	25	Examine aspects of financial responsibility within an		

		industry/organization.		
Required	26	Examine technical and production skills required of workers within an industry/organization.		
Required	27	Examine principles of technology that underlie an industry/organization.		
Required	28	Examine labor issues related to an industry/organization.		
Required	29	Examine community issues related to an industry/organization.		
Required	30	Examine health, safety, and environmental issues related to an industry/organization.		
Addressing Elements of Student Life				
Required	31	Identify the purposes and goals of the student organization.		
Required	32	Explain the benefits and responsibilities of membership in the student organization as a student and in professional/civic organizations as an adult.		
Required	33	Demonstrate leadership skills through participation in student organization activities, such as meetings, programs, and projects.		
Required	34	Identify Internet safety issues and procedures for complying with acceptable use standards.		
Exploring Work-Based Learning				
Required	35	Identify the types of work-based learning (WBL) opportunities.		
Optional	36	Reflect on lessons learned during the WBL experience.		
Required	37	Explore career opportunities related to the WBL experience.		
Optional	38	Participate in a WBL experience, when appropriate.		
Observing Safety Procedures				
Required	39	Identify the use and maintenance of tools and equipment.		
Required	40	Maintain a clean and orderly work area.		
Required	41	Demonstrate professional conduct.		
Required	42	Identify electrical hazards and common safety procedures regarding wiring and cables.		
Practicing Communication Skills				
Required	43	Read current event information from various media sources.		
Required	44	Identify considerations for writing for radio.		
Required	45	Write/edit a lead-in (open).		
Required	46	Write/edit a news story.		
Required	47	Write/edit a commercial.		

Introducing the Radio Industry				
Required	48	Describe the origin of call letters.		
Required	49	Describe radio technology innovators.		
Required	50	Describe the "Golden Age of Radio" (1935-1945).		
Required	51	Describe the rise of frequency modulation (FM) radio.		
Required	52	Describe the creation of specific radio formats.		
Required	53	Describe modern radio trends (i.e., deregulation, consolidation, and syndication).		
Required	54	Investigate music history.		
Performing On-Air				
Required	55	Identify speaking skill considerations for on-air performance.		
Required	56	Operate digital delivery music system.		
Required	57	Operate a transmitter according to FCC guidelines.		
Required	58	Perform radio breaks.		
Required	59	Take meter readings.		
Required	60	Identify basic programming formats.		
Required	61	Follow programming format.		
Reporting the News				
Required	62	Identify news-gathering sources.		
Required	63	Describe specific styles of news writing.		
Required	64	Describe news-announcing techniques.		
Required	65	Describe audio production.		
Required	66	Describe informational specialties.		
Required	67	Describe the editorial responsibility and ethics in news reporting.		
Managing the Station				
Required	68	Identify the hierarchical structure of the workplace.		
Required	69	Develop an understanding of various management responsibilities.		
Required	70	Describe different management styles.		
Required	71	Explore a systematic approach to management.		
Managing Traffic				
Required	72	Describe the basic program log.		
Required	73	Identify the paper trail for a radio program.		
Operating in Sales				
Required	74	Analyze market data for client and customer base.		

