



Accredited Africa Training Institute for Capacity Development

Unit FO409, Hatfield Plaza · 1122 Burnett St, Hatfield 0028 · Pretoria, Gauteng · South Africa

Tel: +27 12 004 8389 · Mobile: +27 65 077 6310

Email: apply@aaticd.co.za · Website: www.aaticd.co.za

COURSE BROCHURE

Radio Station Music Database Management Training

Communication Studies and Language / Communication Studies

Unit Standard 117542 · NQF Level 6 · 15 Credits · 12 Days

COURSE OVERVIEW

This course equips participants with the skills and knowledge required to effectively manage a music database in a radio station environment. Learners will gain competence in selecting, cataloguing, and maintaining music libraries to support broadcasting schedules and ensure compliance with industry standards.

Category	Communication Studies and Language
Subfield	Communication Studies
Unit Standard	117542
Accreditation	SAQA Accredited · NQF Level 6 · 15 Credits
Duration	12 days
Training Method	Online, On-Campus, In-House
Certificate	Issued via AATICD LMS – verifiable online

LEARNING OUTCOMES

- Apply principles of music database management to organise and maintain a radio station's music library.
- Analyse music rotation schedules to ensure appropriate song selection and compliance with station format.
- Evaluate music metadata for accuracy and completeness in line with industry standards.
- Implement procedures for the acquisition, tagging, and archiving of new music content.
- Demonstrate the ability to use database software to generate reports on music usage and inventory.

WHO SHOULD ATTEND

- Radio station music librarians, broadcast assistants, and programming personnel responsible for the acquisition, storage, and retrieval of music content.

COURSE OUTLINE

Day 1: Introduction to Music Database Management

- Overview of radio station workflows.
- Importance of music metadata.
- Introduction to database software (e.g., MusicMaster, Selector).
- Basic database terminology: fields, records, tables.

Day 2: Music Metadata Standards and Entry

- Common metadata fields in radio databases.
- Data entry best practices.
- Handling special characters and spelling.
- Importing metadata from external sources.

Day 3: Categorisation and Genre Classification

- Genre taxonomy for radio.
- Subgenre and mood tags.
- Creating custom categories for station format.
- Using categories to filter song lists.

Day 4: Song Scheduling Rules and Rotation

- Basics of music scheduling logic.
- Rotation rules: daypart, time since last play.
- Avoiding over-rotation and clustering.
- Introduction to scheduling engines.

Day 5: Managing Music Libraries and Importing

- Importing from CD, digital files, and aggregators.
- File naming conventions.
- Library auditing: identifying duplicates.
- Storage management and backup strategies.

Day 6: Querying and Reporting

- Basic query techniques (filters, sorts).
- Common reports: most played, least played, genre breakdown.
- Exporting reports for analysis.
- Using reports to identify gaps in library.

Day 7: Advanced Scheduling Techniques

- Clockwheel design for different dayparts.
- Setting up power rotations.
- Incorporating listener requests and dedications.
- Handling special events and promotions.

Day 8: Database Maintenance and Integrity

- Data validation rules.
- Cleaning up orphan records.
- Database backup and restore procedures.
- Error handling: duplicate entries, missing metadata.

Day 9: Integration with Automation Systems

- Overview of automation systems (e.g., RCS, WideOrbit).
- Exporting schedules to automation.
- Real-time updates between database and automation.
- Common integration pitfalls.

Day 10: Legal and Compliance Considerations

- SAMRO and other royalty collection agencies.
- Metadata requirements for reporting.
- Managing licensed and unlicensed music.
- Compliance with local content quotas.

Day 11: Advanced Library Management and Analytics

- Music testing methods (callout, auditorium).
- Analysing listener data to refine library.
- Managing libraries for multiple stations.
- Predictive scheduling based on trends.

Day 12: Final Project and Practical Integration

- Capstone project: build a library and schedule.
- Peer review and feedback.
- Troubleshooting real-world scenarios.
- Course review and certification preparation.

ASSESSMENT & CERTIFICATION

Delegates are assessed through exercises and a final test. A mark of **50% or above** earns an **AATICD Certificate of Completion**, issued digitally with a unique verification code. This course carries **15 NQF credits** at **NQF Level 6**.

PRICING (PER DELEGATE, EX-VAT)

Delegates	Training Method	Price per Delegate	Total
1	Online	R 45,100.00	R 45,100.00
1	In-House	R 58,600.00	R 58,600.00
1	On-Campus (Pretoria)	R 67,600.00	R 67,600.00

UPCOMING SESSIONS

Start	End	Method	Venue
31 Jul 2026	17 Aug 2026	On-Campus	Mauritius
03 Aug 2026	18 Aug 2026	On-Campus	Dubai, UAE
04 Aug 2026	19 Aug 2026	On-Campus	Pretoria, South Africa
04 Aug 2026	19 Aug 2026	On-Campus	Lagos, Nigeria
05 Aug 2026	20 Aug 2026	On-Campus	Johannesburg, South Africa
06 Aug 2026	21 Aug 2026	On-Campus	Mauritius
07 Aug 2026	24 Aug 2026	On-Campus	Cape Town, South Africa
10 Aug 2026	25 Aug 2026	On-Campus	Pretoria, South Africa

Contact us if no suitable date is listed – on-demand sessions can be arranged for groups.

HOW TO GET A QUOTE OR APPLY

1. **Get an instant quotation online:** visit www.aaticd.co.za, open the page for this course (Unit Standard 117542) and click **Get A Quote / Apply**. Select your training method and number of delegates – your quotation is generated immediately and emailed to you with the course brochure attached.
2. **Apply by email:** send the course title, your preferred training method (Online, In-House or On-Campus Pretoria), the number of delegates and your preferred dates to apply@aaticd.co.za – our team will reply with a formal quotation.
3. **Apply by phone or WhatsApp:** call +27 12 004 8389 or WhatsApp +27 65 077 6310 and we will prepare your quotation and reserve your seats.
4. **Confirm your booking:** accept the quotation and settle the invoice. As soon as payment is confirmed your delegates are enrolled and receive their AATICD LMS login details by email, along with joining instructions for their chosen training method.

Group discounts apply automatically – the more delegates you enrol, the lower the price per delegate. No payment is required to request a quotation.

Accredited Africa Training Institute for Capacity Development

Unit FO409, Hatfield Plaza, 1122 Burnett St, Hatfield 0028, Pretoria, Gauteng, South Africa
Tel: +27 12 004 8389 · WhatsApp: +27 65 077 6310 · apply@aaticd.co.za · www.aaticd.co.za