

Kia ora,

After many years of a free-form approach to getting on-air sign-off, we now have a new, consistent process.

You can find all the information here:  [VOICE CLEARANCE.docx](#)

Hopefully this makes it clear to everyone what's required but also *how* we assess people's readiness to be voicing tracks and appearing on air.

Anyone wanting to get sign-off should start by having a conversation with their manager and with their support can get in touch with me and we can work out timing to get things underway. And do keep in mind this process is about being ready to be on air when the opportunity arises, it doesn't mean you're going live that same day!

This is for those wanting to voice in English. Te Karere will continue to have its own process for Te Reo speakers.

Lastly, thanks to the generous kaimahi who have offered their support to helping people with voicing work.

Any questions, let me know.

Laura


Editor Newsgathering



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Required work for assessment

Voice clearance is tested at 1News by assessing a reporter's voice and presentation across a standard set of tasks, provided as a portfolio for review. Those tasks are voicing **two scripts**, filming **two pieces to camera**, **two practice live cross** and a te reo Māori **pronunciation** test.

Every portfolio will be assessed against a scorecard by the Kaiurungi Māori Editor, Content Editor and Newsgathering Editor.

Two people will be going through the process at one time so please ask the Newsgathering Editor before submitting your work for assessment. However, it is always a good idea to practice!

Digital voicing requirements differ to broadcast, where a more casual and less practiced delivery is key. Anyone wishing to voice for digital platforms must gain clearance on at least the te reo portion of this process and final sign-off from the GM, Digital News and Content.

Applicant for clearance should work with a senior member of staff to ensure the work is ready for assessment. The mentor/senior team member can set the live scenarios.

When ready for assessment, save your portfolio in the server as **CLEARANCE_YOUR NAME_FINAL_DATE** and then notify the Kaiurangi Māori Editor, Content Editor or Newsgathering Editor it is ready to be assessed. 1

PRESENTATION

2 x PTC	Can be own work or using another reporter's script
2 x live cross	One based off a press release with 30 minutes to prepare* One based off a scenario given to reporter, 30 mins to prepare*
2 x voiced track	Can be own work or using another reporter's script

PRONUNCIATION

Please record the following:

Words:

- Te Tairāwhiti
- Aotearoa
- Nau mai, piki mai
- Te Tai Hauāuru
- Tāmaki Makaurau
- Ikaroa Rāwhiti
- Whanganui
- Whangārei
- Tauranga
- E nga mana, e nga reo...
- Kirikiriroa

Intro and sign off:

“Ata mārie, ko _____ ahau.”

“Pō manahau e te iwi.”

Bilingual sentence:

“Followers of Te Haahi Rātana and politicians from across Parliament travel to Te Tai Hauāuru, to Rātana Pā, to celebrate the birthday of the prophet, Tahupōtiki Wiremu Rātana, who founded the faith.”

Fluent proverb:

“He aha te mea nui o tēnei ao? He tangata, he tangata, he tangata.”

“What is the most important thing in this world? It is people, it is people, it is people.”

Click [here](#) for some online resources to help with whakahuatanga/pronunciation

