



Australian Government

**Assessment Requirements for CUAPPM406
Coordinate film and media production
services and resources**

Release: 1

Assessment Requirements for CUAPPM406 Coordinate film and media production services and resources

Modification History

Release	Comments
Release 1	This version first released with CUA Creative Arts and Culture Training Package version 2.0.

Performance Evidence

Evidence of the ability to:

- source and negotiate the acquisition of production resources and services in line with production requirements and budget, organisational procedures and protocols
- manage and monitor concurrent supply and use of resources and services for productions within deadlines and in consultation with relevant production staff
- coordinate the activities required to support an effective, efficient and timely supply of production resources and services
- organise appropriate documentation relevant to production needs and schedules.

Note: If a specific volume or frequency is not stated, then evidence must be provided at least once.

Knowledge Evidence

To complete the unit requirements safely and effectively, the individual must:

- discuss key features and purpose of different documentation to be prepared and completed when coordinating supply of resources and services for productions
- outline services that may need to be considered for off-site locations
- describe sources of supply for production resources and services, and typical industry procedures for supplier agreements and booking production resources and services
- outline administrative, public safety, and work health and safety (WHS) procedures that must be followed to run a cost-effective procurement team safely and efficiently
- identify typical problems and the main challenges of coordinating production services, and briefly describe solutions
- describe typical procedures involved at the completion of production.

Assessment Conditions

Assessment must be conducted in a safe environment where evidence gathered demonstrates consistent performance of typical activities experienced in creative arts industry environments. The assessment environment must include access to:

- production schedules or other source material
- office procedures, protocols and documentation relating to managing and monitoring resource acquisition for multiple productions
- interaction with others to support a collaborative approach to sourcing and supplying production resources and services.

Assessors of this unit must satisfy the requirements for assessors in applicable vocational educational and training legislation, frameworks and/or standards.

Links

Companion Volume implementation guides are found in VETNet -

<https://vetnet.education.gov.au/Pages/TrainingDocs.aspx?q=1db201d9-4006-4430-839f-382ef6b803d5>