



Australian Government

CUAPPM409 Organise production locations

Release: 1

CUAPPM409 Organise production locations

Modification History

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

Application

This unit describes the skills and knowledge required to identify and organise access to production locations for film or television shoots, live broadcasts and events, festivals and theatre performances.

It applies to individuals who, based on an outline provided, research locations, assess suitability, and organise access. The final decision, as to the location to be used, is made by a director, production designer or production manager.

No licensing, legislative or certification requirements apply to this unit at the time of publication.

Unit Sector

Media and Entertainment Production – Production Planning and Management

Elements and Performance Criteria

ELEMENT	PERFORMANCE CRITERIA
<i>Elements describe the essential outcomes.</i>	<i>Performance criteria describe the performance needed to demonstrate achievement of the element.</i>
1. Identify, assess and select suitable locations for productions	1.1 Liaise with relevant production staff, review relevant production documentation and confirm production requirements relevant to choice of location 1.2 Identify and inspect potential sites that meet creative and technical requirements and production budget 1.3 Prepare briefs on prospective locations for presentation to director or other production staff 1.4 Establish and maintain database of contacts for suitable potential locations 1.5 Develop a production or operational plan and identify required

ELEMENT	PERFORMANCE CRITERIA
	resources and logistical requirements for potential locations 1.6 Consult with relevant personnel to reach agreement on locations to be used
2. Arrange access to locations	2.1 Negotiate and conclude contractual agreements, permits or licenses necessary to secure locations in consultation with owners, authorities and relevant production staff 2.2 Maintain liaison with owners and authorities to ensure integrity of production schedules, creative requirements, location plans and any protocols associated with cultural, religious or heritage sites 2.3 Communicate conditions and safety requirements associated with use of locations to production staff and relevant members of the public 2.4 Maintain and file records of contracts and agreements in line with organisational procedures

Foundation Skills

This section describes language, literacy, numeracy and employment skills incorporated in the performance criteria that are required for competent performance.

Skill	Performance Criteria	Description
Reading	1.1, 1.2, 2.4	<ul style="list-style-type: none"> Interprets information in production documentation to establish site requirements
Writing	1.3-1.5, 2.3	<ul style="list-style-type: none"> Prepares detailed location information in suitable language and formats for planning and presentation purposes Develops and maintains accurate workplace records
Oral Communication	1.1, 1.6, 2.1, 2.3	<ul style="list-style-type: none"> Participates in a verbal exchange of ideas and solutions, and uses appropriate, detailed and clear language to address key people, contribute information and express requirements Uses listening and questioning skills to develop and discuss ideas for site options with key others
Navigate the world of work	2.1-2.4	<ul style="list-style-type: none"> Meets expectations associated with own role and accepts responsibility for coordination with others to negotiate production locations and agreements Maintains contracts and agreements according to organisational procedures

Interact with others	1.1, 1.6, 2.1, 2.3	<ul style="list-style-type: none"> • Selects and uses appropriate communication methods and practices when consulting with colleagues, location owners and authorities • Collaborates and negotiates with others to achieve agreements
Get the work done	1.2, 1.4, 1.5, 2.1, 2.2, 2.4	<ul style="list-style-type: none"> • Plans and organises tasks and workload with an awareness of how they contribute to production outcomes • Analyses production requirements to inform location searches and choices • Plans resources and identifies logistical requirements for selected locations, and manages required communication

Unit Mapping Information

Code and title current version	Code and title previous version	Comments	Equivalence status
CUAPPM409 Organise production locations	CUFPPM406A Organise production locations	Updated to meet Standards for Training Packages. Minor edits to elements and performance criteria.	Equivalent unit

Links

Companion Volume implementation guides are found in VETNet -

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