



Australian Government

CUAPPM411 Compile production schedules

Release: 1

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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 compile production schedules during the pre-production planning phase in the screen, media and entertainment industry sectors.

It applies to individuals who work collaboratively in a production team as senior production personnel. Depending on the size of the production, this person may also be responsible for developing the resource schedule on which the production schedule is based.

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. Confirm resources required	1.1 Analyse resource schedule to identify internal and external resources required for each stage in the production process 1.2 Consult with all departments involved in the production to clarify and confirm their requirements 1.3 Confirm accuracy and feasibility of resource schedule against overall production requirements 1.4 Identify non-resource issues that may affect production schedule, and collate and compile relevant information
2. Compile production schedules	2.1 Allocate resources and create schedule that will deliver production on time and within budget

ELEMENT	PERFORMANCE CRITERIA
	<p>2.2 Identify and accommodate issues that could affect the timing and sequence of tasks within schedule, and resolve within scope of own role</p> <p>2.3 Check allocated time enables efficient and safe use of resources</p> <p>2.4 Identify factors that may cause production delays and develop contingency plans to accommodate them</p>
3. Finalise production schedules	<p>3.1 Confirm the schedule is accurate, comprehensive and presented clearly</p> <p>3.2 Distribute schedule promptly to relevant personnel and allow adequate opportunities for them to ask questions and seek clarification</p> <p>3.3 Resolve difficulties in the interpretation or implementation of schedule as required</p> <p>3.4 Revise schedule as required, and communicate changes promptly to relevant internal and external personnel</p> <p>3.5 Develop and maintain an appropriate, clear and easily accessible recording system for all information relating to production schedule</p>

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, 1.3, 3.1	<ul style="list-style-type: none"> Interprets textual information to determine requirements Interprets information in a variety of forms and uses the knowledge gained to evaluate and select required schedule content Checks scheduling information for feasibility and consistency with production requirements
Writing	1.4, 2.1, 2.4, 3.4	<ul style="list-style-type: none"> Uses clear and detailed language, and industry terminology to complete and update comprehensive workplace documentation
Oral Communication	1.2, 3.2	<ul style="list-style-type: none"> Uses clear language to contribute information and express requirements Uses listening and questioning techniques to confirm

		understanding
Numeracy	2.1, 2.3,	<ul style="list-style-type: none"> Calculates with whole numbers and routine fractions, decimals or percentages to develop production schedules that reflect allocated budgets and required timeframes
Navigate the world of work	2.3, 3.2	<ul style="list-style-type: none"> Understands purpose of own role and associated responsibilities to deliver schedules that meet production budget and timelines
Interact with others	1.2, 3.2, 3.4	<ul style="list-style-type: none"> Selects and uses appropriate communication methods and practices when conferring with colleagues to determine production resources and requirements Recognises importance of building rapport to establish and maintain effective working relationships
Get the work done	1.1, 1.4, 2.1, 2.2, 2.3, 2.4, 3.3, 3.5	<ul style="list-style-type: none"> Plans and organises own workload logically and systematically to complete clearly defined tasks and manage required communication Uses information analysis to inform detailed scheduling decisions Builds flexibility into schedules to manage adjustments and unexpected events Identifies and resolves user implementation problems Uses scheduling software efficiently Develops effective information management systems for production schedules

Unit Mapping Information

Code and title current version	Code and title previous version	Comments	Equivalence status
CUAPPM411 Compile production schedules	CUFPPM408A Compile production schedules	Updated to meet Standards for Training Packages. Minor edits to performance criteria.	Equivalent unit

Links

Companion Volume implementation guides are found in VETNet -

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

