



**Australian Government**

**Department of Education, Employment and Workplace Relations**

# **CUETEM03B Establish and manage production requirements and resources**

**Release: 1**

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### **Modification History**

Not applicable.

### **Unit Descriptor**

This unit describes the skills and knowledge required to establish and manage resources and other requirements for a particular production area. It builds on the skills found in the unit CUETEM01B - Co-ordinate production operations and has links to other production management units, which relate to 'whole of production' planning and management. A head technician, technical manager or workshop manager would generally undertake this role. This unit describes the skills and knowledge required to establish and manage resources and other requirements for a particular production area. It builds on the skills found in the unit CUETEM01B - Co-ordinate production operations and has links to other production management units, which relate to 'whole of production' planning and management. A head technician, technical manager or workshop manager would generally undertake this role

### **Application of the Unit**

Not applicable.

### **Licensing/Regulatory Information**

Not applicable.

### **Pre-Requisites**

Not applicable.

### **Employability Skills Information**

Not applicable.

### **Elements and Performance Criteria Pre-Content**

Not applicable.

# Elements and Performance Criteria

## Elements and Performance Criteria

<b>Element</b>	<b>Performance Criteria</b>
1 Establish production requirements	1.1 Evaluate initial production concepts and technical requirements in relation to feasibility, safety and any environmental impact  1.2 Provide timely, accurate and correct advice on the feasibility and safety of concepts and their implementation, including suggestions of workable alternatives as required  1.3 Accurately document details of safety and technical requirements in relation to the production concepts  1.4 Clarify production concepts and final requirements in consultation with the appropriate personnel as required
2 Complete plans for realisation of production requirements	2.1 Identify and agree on options for realisation and execution in consultation with the appropriate personnel  2.2 Correctly interpret production documentation/models to adapt these to serve practical requirements of construction or installation  2.3 Accurately and appropriately document all decisions, agreements and other relevant information in accordance with organisational procedures  2.4 Develop an action plan for implementing construction or installation incorporating all requirements in terms of labour, materials, equipment and facilities
3 Source and cost resources	3.1 Source and cost resource requirements as required in accordance with organisation policy and procedures  3.2 Develop realistic expenditure estimates to meet the budget allocation  3.3 Identify potential budget overruns and resolve and/or recommend alternatives to appropriate

- personnel
- 3.4 Liaise with internal and/or external suppliers to acquire equipment and materials, using existing materials wherever possible
  - 3.5 Follow appropriate financial procedures in accordance with organisational policies and procedures
- 4 Manage construction or installation
- 4.1 Organise and oversee work to ensure that construction or installation is completed within constraints of timeframes, budget and available technology
  - 4.2 Allocate tasks in accordance with skill, preference, training requirements and multi-skilling considerations
  - 4.3 Liaise with colleagues and attend appropriate run-throughs and/or production meetings to identify any alterations that need to be made to original design specifications
  - 4.4 Monitor construction or installation to ensure that it meets design specifications, budgetary constraints and timelines

## Required Skills and Knowledge

Not applicable.

## Evidence Guide

### Underpinning skills and knowledge

Assessment must include evidence of the following knowledge and skills:

in-depth knowledge of the specific production area

practical production issues and limitations in relation to different design concepts and techniques

planning methods and techniques relevant to the production area

supply sources for resources relevant to the production area

typical costs and costing processes relevant to the production area

communication and negotiation skills in relation to liaising with production colleagues and resource acquisition

legal and Occupational Health and Safety issues that affect production operations.

### Linkages to other units

This unit has linkages to a range of other technical and management units and combined assessment and/or training with those units is recommended, for example:

CUETEM01B - Co-ordinate production operations

CUEFIN02B - Manage a budget

CUESET11A - Develop set construction plans to meet design requirements

### Critical aspects of evidence

The following evidence is critical to the judgement of competence in this unit:

effective communication with artistic staff, senior management, peers and subordinates

ability to develop options for different production requirements and constraints

extensive knowledge of specialist area, particularly in the area of resource acquisition and management.

### Method and context of assessment

The assessment context must provide for:

practical demonstration of skills through the establishment and management of technical requirements for more than one production or event

assessment conducted over a period of time to reflect the ongoing monitoring and

implementation aspects of the unit

involvement of and interaction with a whole production team to reflect the collaborative nature of the skills in this unit.

Assessment may incorporate a range of methods to assess performance and the application of essential underpinning knowledge, and might include:

evaluation of a particular technical aspect of and event or production for which the candidate has been responsible from planning to realisation

evaluation of reports prepared by the candidate analysing the processes undertaken to realise the technical aspects of a production and identifying key challenges and ways of overcoming those challenges

case studies to assess ability to develop technical approaches for different production situations

problem solving exercises to assess ability to generate solutions to a common range of challenges encountered

review of portfolios of evidence and third party workplace reports of on-the-job performance by the candidate.

### Resource requirements

Assessment of this unit requires access to:  
venue where a production can be staged  
equipment and materials relevant to the production area.

### **Key competencies in this unit**

Key competencies are built into all workplace competencies. The table below describes those applicable to this unit. Trainers and assessors should ensure that they are addressed in training and assessment.

Level 1 = Perform

Level 2 = Administer and Manage

Level 3 = Design and Evaluate

### **Collecting, organising and analysing information (3)**

Assessing complex production requirements.

### **Communicating ideas and information (3)**

Negotiating with resource suppliers.

### **Planning and organising activities (3)**

Developing and monitoring an action plan.

### **Working with others and in teams (3)**

Monitoring team performance.

### **Using mathematical ideas and techniques (2)**

Making budget estimates.

### **Solving problems (3)**

Developing solutions to budget overruns.

### **Using technology (2)**

Assessing technology options for a particular production.

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## Range Statement

The following explanations identify how this unit may be applied in different workplaces, sectors and circumstances.

**Production resources and requirements may relate to:**

stage management  
lighting  
audio  
audiovisual  
sets  
props  
special effects  
scenic art.

**Appropriate personnel may include:**

directors  
designers  
production managers  
other technical specialists.

**Production documentation/models may include:**

production notes  
plans  
designs  
models  
drawings  
script.

**Decisions on most appropriate implementation method/s may take account of factors, including:**

budget constraints  
time  
venue  
other company resource restrictions or safety considerations.

**Resource requirements may include:**

labour  
materials  
equipment  
facilities.

**Resources may be acquired through:**

purchasing  
borrowing  
hiring  
renting  
contra-deals  
acquiring necessary licences and approvals, e.g. firearms licence.

**Labour requirements may be for:**

permanent staff  
contract staff  
consultants/specialists.

**Financial procedures may include:**



establishing paperwork requirements, e.g. purchase orders, requisitions, record keeping, invoices quotes and estimates

implementing appropriate delegation and accountability arrangements

establishing cheques and petty cash arrangements.

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**Unit Sector(s)**

Not applicable.