CUABRD302 Provide production support for television productions

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 assist producers and directors during production of television programs.

It applies to individuals who provide administrative, production and technical support in the lead-up to and recording of television productions.

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

Unit Sector

Media and Entertainment Production – Broadcasting

Elements and Performance Criteria

ELEMENT	PERFORMANCE CRITERIA
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
1. Prepare for studio recording and operations	1.1 Discuss production requirements and timelines with relevant personnel
	1.2 Prepare script materials and other documentation in required format
	1.3 Distribute required documentation to relevant production areas
	1.4 Assist with securing copyright clearances
	1.5 Confirm bookings for facilities and check all resources required for productions are available on time
	1.6 Check artists and resource providers are fully briefed about production requirements

ELEMENT	PERFORMANCE CRITERIA
	1.7 Coordinate availability of production requirements and check script timings and durations are correct
2. Call shots and cue in sources during productions	2.1 Keep production personnel up-to-date with production requirements
	2.2 Check production personnel are familiar with cueing procedures to be used during productions
	2.3 Give verbal and non-verbal cues on time and follow creative directions, paying due regard to time required by others to fulfil their roles
	2.4 Cue visual and audio sources in line with production requirements
	2.5 Call shots as they happen to meet production requirements, and physically roll pre-recorded items
	2.6 Monitor progress of productions against requirements
	2.7 Time durations and pre-recorded items, including compilations and retakes, and make calculations in hours, minutes and seconds
	2.8 Monitor safety and security of work area and take action to minimise risks as required
3. Arrange post-production requirements	3.1 Note script changes from original and produce accompanying documentation according to enterprise procedures
	3.2 Check materials and documentation for post-production are properly identified and described
	3.3 File relevant documentation and complete outstanding tasks to achieve closure on productions

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	1.2, 1.4, 1.5, 2.4, 2.6, 3.1, 3.2	• Recognises and interprets textual information in procedures, scripts and production schedules, noting changes between versions
Writing	1.2, 1.4, 1.5, 2.1,	• Completes production documentation clearly, legibly and accurately

	2.4, 3.1, 3.2	
Oral Communication	1.1, 1.4, 2.1-2.3	• Gives clear instructions • Uses listening and questioning skills to exchange ideas • Calls shots and cues using hand signals or verbal commands
Numeracy	1.5, 2.3, 2.7	• Uses basic mathematical equations to calculate and coordinate time durations
Navigate the world of work	1.2, 2.8, 3.1	• Ensures programs are presented according to station requirements • Adheres to work health and safety requirements
Interact with others	1.1, 1.4, 2.1-2.3	• Collaborates with others to ensure requirements of production are met
Get the work done	1.1-1.5, 2.1-2.8 3.1-3.3	• Prepares and organises materials, documentation and resources for activities ranging from pre-production through to post production • Ensures required personnel are briefed and updated as required and coordinates production requirements in a timely manner • Uses digital tools to prepare and distribute documentation in required format

Unit Mapping Information

Code and title current version	Code and title previous version	Comments	Equivalence status
CUABRD302 Provide production support for television productions	CUFBRD302A Provide production support for television productions	Updated to meet Standards for Training Packages. Performance criteria edited and added to clarify requirements.	Equivalent unit

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.education.gov.au/Pages/TrainingDocs.aspx?q=1db201d9-4006-4430-839f-382ef 6b803d5