![Australian Government]

CUABRD312 Provide production support for television productions

Release: 2

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Modification History

Release	Comments
Release 2	This version first released with CUA Creative Arts and Culture Training Package version 5.1. Version created to correct unit mapping error.
Release 1	This version first released with CUA Creative Arts and Culture Training Package version 5.0.

Application

This unit describes the skills and knowledge required to assist producers and directors during production of television programs. This includes preparing for recording and operations, calling shots and providing cues during production, and ensuring post-production requirements are met.

The unit applies to those 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 recording and operations	1.1 Discuss production requirements and timelines with required personnel 1.2 Prepare script materials and other documentation and confirm timings and durations are correct according to production requirements 1.3 Distribute required documentation to required production areas

	1.4 Assist with securing copyright clearances
	1.5 Confirm bookings for facilities and confirm availability of resources according to production requirements
	1.6 Check artists and resource providers are fully briefed according to production requirements
2. Call shots and cue in sources during production	2.1 Check required personnel are familiar with cueing procedures used during productions
	2.2 Give verbal and non-verbal cues and follow creative directions according to production requirements
	2.3 Cue visual and audio sources according to production requirements
	2.4 Call shots during production and physically roll pre-recorded items according to production requirements
	2.5 Monitor progress of production, safety and security of work area and adjust as required
	2.6 Time durations and pre-recorded items, including compilations and retakes
3. Arrange post-production requirements	3.1 Note script changes from original and produce accompanying documentation according to organisational procedures
	3.2 Check materials and documentation for post-production are properly identified and described
	3.3 File required documentation and complete outstanding tasks according to production requirements

Foundation Skills

This section describes those language, literacy, numeracy and employment skills that are essential to performance but not explicit in the performance criteria.

SKILL	DESCRIPTION
Numeracy	• Calculates and coordinates time durations using basic mathematical equations
Oral communication	• Provides clear instructions • Exchanges ideas using listening and questioning skills
Reading	• Recognises and interprets textual information in procedures, scripts and production schedules and notes changes between versions
Writing	• Completes production documentation clearly, legibly and accurately
Planning and organising	• Ensures required personnel briefed and updated as required and coordinates production requirements in a timely manner

SKILL	DESCRIPTION
Self-management	• Ensures programs are presented according to organisational requirements • Adheres to work health and safety requirements
Teamwork	• Ensures production requirements are met in collaboration with required personnel
Technology	• Prepares and distributes documentation in required format using digital tools

Unit Mapping Information

Supersedes and is equivalent to CUABRD302 Provide production support for television productions.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=1db201d9-4006-4430-839f-382ef6b803d5