



Australian Government

CUAPPM402 Coordinate production operations

Release: 2

CUAPPM402 Coordinate production operations

Modification History

Release	Comments
Release 2	This version released with CUA Creative Arts and Culture Training Package version 2.0. Updated assessment conditions section. Updated modification history section to reflect changed name of training package.
Release 1	This version first released with CUA Creative Arts and Culture Training Package version 1.0.

Application

This unit describes the performance outcomes, skills and knowledge required to monitor and coordinate production operations in specialist areas, such as lighting, audio, stage management, vision systems, costume, sets, props, scenic art and staging.

Individuals who apply these skills work autonomously as they take responsibility for organising workflow and supervising production operations in their specialist area.

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

Unit Sector

Media and entertainment production - production management

Elements and Performance Criteria

Elements	Performance Criteria
<i>Elements describe the essential outcomes.</i>	<i>Performance criteria describe the performance needed to demonstrate achievement of the element.</i>
1. Organise workflow for production operations	1.1 Assess workloads of colleagues and allocate work to facilitate effective and efficient operations 1.2 Assist colleagues to set work priorities through supportive feedback and coaching 1.3 Provide timely input to colleagues in relation to staffing needs 1.4 Assess workflow and progress against agreed objectives and timelines

2. Monitor production operations	<p>2.1 Check production aspects at appropriate times and according to health and safety and other legal requirements</p> <p>2.2 Provide timely and relevant feedback and support on technical aspects to colleagues as required</p> <p>2.3 Initiate or organise production modifications as required in consultation with colleagues</p> <p>2.4 Check that documentation is updated and distributed according to production requirements</p> <p>2.5 Identify the need for technical run-throughs and negotiate as required</p>
3. Solve problems in relation to production operations	<p>3.1 Analyse technical problems from an operational perspective to determine best course of action</p> <p>3.2 Initiate short-term action to resolve immediate problems as required</p> <p>3.3 Analyse problems for long-term impact, and organise solutions in consultation with colleagues</p> <p>3.4 Take follow-up action to monitor the effectiveness of solutions</p>
4. Maximise quality of production operations	<p>4.1 Liaise with key production personnel to ensure that approach to production operations takes account of both creative and technical issues</p> <p>4.2 Provide regular updates to colleagues in relation to production issues and general progress</p> <p>4.3 Seek information from colleagues so that changes in other areas of work can be addressed promptly</p> <p>4.4 Contribute to evaluations of productions and implement recommendations aimed at improving overall effectiveness of production operations</p> <p>4.5 Seek feedback from relevant personnel on own work performance and note areas for improvement</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
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Learning	4.5	<ul style="list-style-type: none"> Seeks the views of others to identify ways to improve own performance
Reading	2.4	<ul style="list-style-type: none"> Interprets production documentation in relation to own duties
Writing	2.4, 4.2, 4.5	<ul style="list-style-type: none"> Prepares and updates workplace documentation Documents outcomes from reviews of own performance
Oral communication	1.2, 1.3, 2.2, 2.3, 2.5, 4.1, 4.2, 4.3, 4.4, 4.5	<ul style="list-style-type: none"> Obtains information by listening and questioning Discusses ideas and solutions Uses clear language to contribute information and express requirements
Navigate the world of work	1.1, 1.3, 1.4, 2.1, 2.2, 2.4, 4.1, 4.2, 4.3, 4.4, 4.5	<ul style="list-style-type: none"> Takes responsibility for decisions about when and how to complete tasks and coordinate with others Takes responsibility for meeting all legal requirements in coordinating production operations within scope of own role Applies organisational procedures and meets expectations associated with own role Manages time efficiently
Interact with others	1.2, 1.3, 2.2, 2.3, 2.5, 4.1, 4.2, 4.3, 4.4, 4.5	<ul style="list-style-type: none"> Shares information and resources and offers assistance Builds rapport in order to establish effective work relationships Meets commitments to others Provides constructive feedback to team members on their performance
Get the work done	1.1, 1.2, 1.3, 1.4, 2.1, 2.2, 2.3, 2.4, 2.5, 3.1, 3.2, 3.3, 3.4, 4.1, 4.2, 4.3, 4.4	<ul style="list-style-type: none"> Adopts a methodical and logical approach to coordinating production operations and managing workflow Monitors impact of workload on work outcomes Recognises and takes responsibility for addressing predictable, and some less predictable, problems that could disrupt operations Demonstrates a commitment to improvement by contributing to evaluations of production operations Distributes information electronically Uses standard word processing and spreadsheet applications to prepare

		workplace documentation
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Unit Mapping Information

Code and title current version	Code and title previous version	Comments	Equivalence status
CUAPPM402 Coordinate production operations (Release 2)	CUAPPM402 Coordinate production operations (Release 1)	Updated assessment conditions section. Updated modification history section to reflect changed name of training package.	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>