



Australian Government

CUAPPM410 Coordinate continuity

Release: 1

CUAPPM410 Coordinate continuity

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 manage consistency of characteristics of persons, plots, objects, places and events between shots and scenes in a production, thus facilitating post-production editing.

It applies to individuals who track details of each shooting session and communicate script changes to cast and crew, including information on props, make-up and wardrobe. The notes involved in this work contain details required to recreate continuity of a particular scene, location or action, irrespective of shooting sequence.

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. Prepare scripts for continuity	1.1 Source production documentation with details of scenes to be shot 1.2 Analyse and break down scripts and production schedules to determine continuity implications of scenes to be shot 1.3 Collaborate with relevant production staff to determine most efficient shooting sequence 1.4 Prepare continuity documentation to deliver basic continuity information for each scene 1.5 Identify story days and sequence of story within the script and

ELEMENT	PERFORMANCE CRITERIA
	<p>mark against production schedule</p> <p>1.6 Note continuity information on script, production schedules or in a continuity diary according to organisational or standard industry practices</p> <p>1.7 Confirm dialogue requirements with relevant production staff to verify purpose and storyline</p>
2. Conduct continuity during production phase	<p>2.1 Log information for each action, or take, on script or in continuity diary</p> <p>2.2 Produce detailed notes on all elements associated with each scene to enable precise reproduction at a later date if required</p> <p>2.3 Take photographs of all characters, sets and locations to assist facilitation of continuity</p> <p>2.4 Time and record duration of all sequences during shoots</p> <p>2.5 Describe shots in terms of relevant technical information according to organisational requirements</p> <p>2.6 Provide progress reports to relevant production staff as required and in a timely manner, and update continuity documentation on an ongoing basis during productions</p>
3. Advise on continuity during productions	<p>3.1 Recognise implications for production schedules and costs of changes to dialogue and other elements, and promptly inform director</p> <p>3.2 Communicate approved changes to cast and crew promptly, either verbally or through relevant continuity documentation</p> <p>3.3 Liaise with personnel from other departments responsible for specific areas of continuity to ensure continuity for the whole production is maintained</p> <p>3.4 Report to director, according to organisational procedures, identified continuity problems and suggest ways to resolve</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	1.2, 1.5, 3.4	<ul style="list-style-type: none"> Reads information of relevance in documentation to determine and plan continuity documentation and required procedures
Writing	1.4, 1.5, 1.6, 2.1, 2.2, 2.4-2.6	<ul style="list-style-type: none"> Organises and updates detailed continuity information using formats, terminology and conventions specific to industry Accurately and legibly records detailed notes for each scene during production
Oral Communication	1.3, 1.7, 2.6, 3.1, 3.2, 3.3, 3.4	<ul style="list-style-type: none"> Participates in a verbal exchange of ideas and solutions regarding production and continuity requirements, using appropriate, industry-specific and clear language Contributes information and express requirements with key others, using listening and questioning skills to confirm understanding
Numeracy	2.4, 3.1	<ul style="list-style-type: none"> Calculates with whole numbers and routine fractions, decimals or percentages, to produce continuity documentation that reflects accurate timing sequences and production time requirements Calculates costs, compares information with available production budget, and identifies cost differences
Navigate the world of work	1.6, 2.5, 3.4	<ul style="list-style-type: none"> Understands how own role meshes with others Follows organisational procedures and requirements and industry standards in planning and completing continuity work
Interact with others	1.3, 1.7, 2.6, 3.1-3.4	<ul style="list-style-type: none"> Collaborates and cooperates with production team members to achieve understanding and joint outcomes Provides advice, information and support to others to maintain consistency and continuity throughout production stages
Get the work done	1.2, 1.3, 1.5, 2.3, 2.4, 3.3, 3.4	<ul style="list-style-type: none"> Adopts a methodical and logical approach to planning and management of continuity tasks Gathers and analyses all relevant information, including by using a stills camera to take continuity photos, and makes continuity decisions cooperatively with others Recognises potential scheduling problems that affect continuity and provides solutions

Unit Mapping Information

Code and title current version	Code and title previous version	Comments	Equivalence status

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CUAPPM410 Coordinate continuity	CUFPPM407A Coordinate continuity	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.education.gov.au/Pages/TrainingDocs.aspx?q=1db201d9-4006-4430-839f-382ef6b803d5>