



Australian Government

CUAPPM412 Organise and facilitate rehearsals

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 organise and facilitate rehearsals across a range of productions – live, in film, television or events.

It applies to individuals who set up logistics and communication channels so rehearsals run smoothly. They prepare documentation, liaise with cast and crew, and locate and prepare rehearsal venues. Coordinating rehearsals is typically the role of a production manager or stage manager in conjunction with a producer or director.

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. Select and secure rehearsal facilities	1.1 Determine facility requirements for rehearsals through liaison with relevant production personnel and analysis of rehearsal documentation 1.2 Develop specifications for rehearsal venues 1.3 Research potential rehearsal venues using appropriate information sources 1.4 Assess suitability of venues based on comparison of services against specifications 1.5 Complete a risk assessment of potential venues and integrate findings into selection and planning processes

ELEMENT	PERFORMANCE CRITERIA
	<p>1.6 Negotiate and liaise with venue management to ensure requirements can be met, and address potential problem areas in line with organisational procedures</p> <p>1.7 Provide clear and accurate briefings on rehearsal options to relevant production personnel, including recommendations and rationale</p> <p>1.8 Book venue and confirm venue arrangements accurately in writing when selection process is finalised</p>
2. Coordinate physical requirements for rehearsals	<p>2.1 Measure and mark up rehearsal facilities to meet needs of production, including design and specifications</p> <p>2.2 Organise required physical elements according to rehearsal schedule and daily requirements</p> <p>2.3 Arrange transportation of physical elements to the rehearsal facility according to production specifications and within required timeframes</p> <p>2.4 Confirm physical elements are set up, checked by relevant production personnel, and operating according to design specifications</p> <p>2.5 Monitor set-ups to ensure work health and safety (WHS) and public safety standards are implemented, with reference to organisational policies and procedures</p> <p>2.6 Advise production personnel of the nature and limitations of physical elements</p>
3. Prepare and distribute rehearsal documentation	<p>3.1 Confirm required contractual arrangements for venues, production personnel and others are in order, in line with organisational policies and procedures</p> <p>3.2 Compile and circulate information and documentation required by production personnel promptly and to minimise potential disruptions to rehearsal</p> <p>3.3 Develop rehearsal schedules according to provisions in the relevant award, enterprise agreements and budget</p> <p>3.4 Amend schedules and production documentation as necessary, and promptly distribute to appropriate personnel</p>
4. Facilitate communications during rehearsals	<p>4.1 Deal with requirements of creative and technical participants in a professional manner, taking into account any cultural or language differences</p> <p>4.2 Communicate with creative and technical participants regularly throughout the rehearsal process in a manner that maintains positive</p>

ELEMENT	PERFORMANCE CRITERIA
	<p>working relations</p> <p>4.3 Broker resolution of any technical problems by facilitating discussions between performers and technical crew</p> <p>4.4 Take appropriate action to meet creative and technical requirements of participants</p> <p>4.5 Process administrative requirements of cast and crew, including extras, as required</p>
5. Participate in rehearsals	<p>5.1 Provide technical assistance as required and anticipate and respond to new rehearsal requirements</p> <p>5.2 Monitor rehearsals, and stage manage, if required, according to production requirements</p> <p>5.3 Calculate and record performance timings for use in production documents</p> <p>5.4 Participate in production meetings or post-rehearsal note sessions to identify any production problems and resolve with minimum disruption to the rehearsal process and budget</p> <p>5.5 Confirm and organise arrangements for future rehearsal sessions with relevant production personnel as required</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	1.1, 1.3, 1.6, 2.5, 3.3, 4.5	<ul style="list-style-type: none"> Interprets information in a variety of forms regarding production, and uses the knowledge gained to evaluate rehearsal requirements Interprets complex WHS standards, award and enterprise agreement documentation for their application to work
Writing	1.2, 1.8, 3.3, 3.4, 5.3	<ul style="list-style-type: none"> Develops detailed specifications to inform venue search process Develops material for a specific audience and purpose using clear, specific and industry-related language to convey explicit venue arrangements and agreements, rehearsal requirements and schedules

Oral Communication	1.1, 1.6, 1.7, 2.6, 4.1-4.3, 5.1, 5.4	<ul style="list-style-type: none"> • Uses listening and questioning skills to obtain information, discuss production and rehearsal requirements with key others, and confirm understanding • Facilitates and participates in potentially complex discussions and negotiations, expressing requirements while eliciting participant views and opinions • Discusses rehearsal issues and solutions using industry-specific language suitable to audience and purpose • Delivers clear briefings to cast and crew during rehearsals, communicating effectively and openly about the rehearsal process and production limitations and requirements
Numeracy	2.1, 3.3, 5.3	<ul style="list-style-type: none"> • Use simple calculations, measurements and estimates to complete tasks to coordinate the physical requirements for rehearsals • Interprets budgets to develop rehearsal schedules
Navigate the world of work	1.6, 2.3, 2.5, 3.1, 3.3, 4.5	<ul style="list-style-type: none"> • Meets organisational expectations, requirements and procedures when planning and completing tasks • Takes responsibility for meeting legislative safety standards and requirements within scope of own role
Interact with others	1.1, 1.6, 1.7, 2.6, 4.1-4.3, 5.1, 5.4, 5.5	<ul style="list-style-type: none"> • Collaborates with production and performance personnel to achieve joint outcomes, playing an active role in facilitating group interaction • Recognises importance of building rapport to establish and maintain effective working relationships • Uses negotiation skills to reach agreements with venue management • Selects and uses appropriate communication methods and practices adjusting communication style in recognition of the different needs of a diverse audience • Uses problem-solving and mediation skills to resolve issues • Shares information, assistance and constructive feedback
Get the work done	1.3-1.5, 1.8, 2.1-2.4, 3.2-3.4, 4.4, 5.2, 5.4, 5.5	<ul style="list-style-type: none"> • Plans and sequences own workload, schedules work activities of others and manages required communication • Establishes detailed criteria and a risk assessment strategy to inform search process and venue assessment • Makes decisions and organises resources that meet production needs, schedule requirements and safety standards

		<ul style="list-style-type: none"> • Manages document accuracy and distribution to deadlines • Analyses rehearsal participants requirements and provides solutions • Monitors technical aspects of rehearsals, identifies issues and contributes to solutions in rehearsal evaluation meetings
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Unit Mapping Information

Code and title current version	Code and title previous version	Comments	Equivalence status
CUAPPM412 Organise and facilitate rehearsals	CUFPPM409A Organise and facilitate rehearsals	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.gov.au/Pages/TrainingDocs.aspx?q=1db201d9-4006-4430-839f-382ef6b803d5>