



**Australian Government**

# **CUAPPM416 Coordinate media production services and resources**

**Release: 1**

# CUAPPM416 Coordinate media production services and resources

## Modification History

| Release   | Comments                                                                                     |
|-----------|----------------------------------------------------------------------------------------------|
| 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 organise and coordinate administrative and resource requirements prior to and during media productions including films, dramas, documentaries, television, radio, coverage of live concerts and events, theatre productions and festivals.

The unit applies to those who work as production coordinators, unit managers and first assistant directors in supervising a team and reporting to a production manager, director or producer.

No licensing, legislative, regulatory 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. Coordinate administrative requirements for production | 1.1 Confirm production requirements and required resources in consultation with required personnel<br>1.2 Identify and inspect potential locations that meet production requirements<br>1.3 Determine production location in consultation with required personnel<br>1.4 Prepare, update and distribute production documentation according to organisational procedures<br>1.5 Prepare and coordinate travel, accommodation and transport |

| ELEMENT                                                | PERFORMANCE CRITERIA                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |
|--------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
|                                                        | <p>arrangements for required personnel</p> <p>1.6 Prepare briefing materials for written and verbal communications with required personnel</p> <p>1.7 Maintain production progress reports and records, and monitor production budgets</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |
| 2. Organise production resources                       | <p>2.1 Assess required production resources against allocated budgets and recommend adjustments as required in collaboration with required personnel</p> <p>2.2 Research and identify new and existing sources of supply for required resources</p> <p>2.3 Advise suppliers of changes to requirements according to agreed procedures as required</p> <p>2.4 Negotiate costs and achieve budget outcomes in line with production requirements</p> <p>2.5 Procure production resources according to production requirements, including organising agreements with suppliers and providers, and seeking expert assistance as required</p> <p>2.6 Identify and source alternative resources when necessary, in consultation with required personnel</p> <p>2.7 Book resources as required according to production requirements and organisational procedures</p> <p>2.8 Coordinate transport and delivery of resources as required</p> |
| 3. Coordinate resources and services during production | <p>3.1 Prepare and distribute daily production documentation to required production staff</p> <p>3.2 Check supply and condition of resources with required production staff and maintain supply of resources according to production requirements</p> <p>3.3 Manage distribution and storage of resources throughout production according to production requirements</p> <p>3.4 Communicate changes to resource availability and production documentation to required personnel as required</p>                                                                                                                                                                                                                                                                                                                                                                                                                                     |
| 4. Finalise production services                        | <p>4.1 Assist finalising outstanding accounts with suppliers</p> <p>4.2 Prepare required documentation at conclusion of production according to organisational procedures</p> <p>4.3 Confirm files and records are stored safely and in format that meets production requirements</p> <p>4.4 Return hired facilities, place equipment and consumables in secure storage, and dispose of unneeded materials according to organisational procedures</p> <p>4.5 Leave production locations in original or improved condition and confirm no adverse impact on site</p>                                                                                                                                                                                                                                                                                                                                                                 |

| ELEMENT | PERFORMANCE CRITERIA                                                                     |
|---------|------------------------------------------------------------------------------------------|
|         | 4.6 Evaluate own role in provision of production services and note areas for improvement |

## 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                | <ul style="list-style-type: none"><li>Interprets cost estimates</li></ul>                                                                                                                                                                                                                                                                                                            |
| Oral communication      | <ul style="list-style-type: none"><li>Determines required resources with others using listening and questioning skills</li><li>Participates in verbal exchange of information using appropriate, industry-specific and clear language</li></ul>                                                                                                                                      |
| Reading                 | <ul style="list-style-type: none"><li>Interprets information in different forms to coordinate supply of resources and services during production</li></ul>                                                                                                                                                                                                                           |
| Writing                 | <ul style="list-style-type: none"><li>Develops material for specific audience and purpose, and conveys explicit resource and service requirements using clear, specific and industry-related language</li></ul>                                                                                                                                                                      |
| Planning and organising | <ul style="list-style-type: none"><li>Plans and organises procurement in industry-standard manner and confirms correct procedures followed and work tasks prioritised</li></ul>                                                                                                                                                                                                      |
| Self-management         | <ul style="list-style-type: none"><li>Meets requirements of own role and associated responsibilities and coordinates with others as required</li><li>Takes responsibility for meeting requirements within established budget and deadlines when planning and organising production resources and services</li><li>Complies with organisational procedures and expectations</li></ul> |
| Teamwork                | <ul style="list-style-type: none"><li>Collaborates with required personnel during production</li><li>Provides assistance and information to others during production</li><li>Selects and uses appropriate communication methods and practices when collaborating with required personnel</li></ul>                                                                                   |
| Technology              | <ul style="list-style-type: none"><li>Coordinates production services using industry-standard technology</li></ul>                                                                                                                                                                                                                                                                   |

## Unit Mapping Information

Supersedes and is not equivalent to CUAPPM406 Coordinate film and media production services and resources and CUAPPM409 Organise production locations.

## Links

Companion Volume Implementation Guide is found on VETNet -

<https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=1db201d9-4006-4430-839f-382ef6b803d5>