



Australian Government

CUAPPM420 Coordinate continuity in productions

Release: 1

CUAPPM420 Coordinate continuity in productions

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

The unit applies to those who track details of each shooting session and communicate script changes to cast and crew, including information on props, make-up and wardrobe. The documentation involved in this work contains 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 Confirm production requirements for scenes to be shot with reference to production documentation 1.2 Analyse and break down scripts and production schedules and determine continuity implications of scenes to be shot 1.3 Determine shooting sequences that meet production requirements in collaboration with required personnel 1.4 Prepare continuity documentation according to production requirements 1.5 Identify story days and sequence of story within script and mark against production schedule 1.6 Note continuity information on script, production schedules or in

ELEMENT	PERFORMANCE CRITERIA
	continuity documentation according to organisational or industry-standard practices 1.7 Confirm dialogue requirements and verify purpose and storyline in discussion with required personnel
2. Conduct continuity during production phase	2.1 Log information for each action, or take, on script or in continuity documentation 2.2 Produce detailed notes on all elements associated with each scene according to production requirements 2.3 Take photographs of all characters, sets and locations according to production requirements 2.4 Time and record duration of sequences during shoots according to production requirements 2.5 Describe technical information of shots according to production requirements 2.6 Provide progress reports to required production staff according to production requirements
3. Advise on continuity during productions	3.1 Identify implications of changes to dialogue and other elements and inform director of impact on production schedules and costs as required 3.2 Communicate approved changes to cast and crew according to production requirements 3.3 Liaise with personnel from other departments responsible for specific areas of continuity and ensure continuity for whole production is maintained 3.4 Report identified continuity problems to director and discuss resolutions 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 with whole numbers and routine fractions, decimals or percentages - Calculates costs, compares information with available production budget and identifies cost differences
Oral communication	Participates in verbal exchanges of ideas and solutions regarding production and continuity requirements using appropriate, industry-specific and clear language

SKILL	DESCRIPTION
	• Contributes information, confirms understanding and expresses requirements with others using listening and questioning skills
Reading	• Reads and identifies required information in documentation
Writing	• Organises and updates detailed continuity information using formats, terminology and conventions specific to industry
Initiative and enterprise	• Gathers and analyses required information and makes continuity decisions cooperatively with others
Planning and organising	• Adopts a methodical and logical approach to planning and management of continuity tasks
Problem solving	• Recognises potential scheduling problems that affect continuity and provides solutions
Self-management	• Meets requirements of own role and associated responsibilities • Follows organisational procedures and requirements and industry standards in planning and completing continuity work
Teamwork	• Collaborates and cooperates with production team members • Provides advice, information and support to others during production

Unit Mapping Information

Supersedes and is equivalent to CUAPPM410 Coordinate continuity.

Links

Companion Volume Implementation Guide is found on VETNet -

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