



Australian Government

CUAPPM432 Coordinate production operations

Release: 1

CUAPPM432 Coordinate production operations

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 monitor and coordinate production operations in specialist areas, such as lighting, audio, stage management, vision systems, costume, sets, props, scenic art and staging. It involves organising and assisting with key tasks involved during a production.

The unit applies to those working 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 Live Entertainment Production – Production 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. Organise workflow for production operations	1.1 Assist colleagues to set work priorities 1.2 Provide timely input to colleagues in relation to staffing needs 1.3 Assess workflow and progress against agreed objectives and timelines
2. Monitor production operations	2.1 Check production aspects according to health and safety and other legal requirements 2.2 Provide timely feedback and support on technical aspects to colleagues as required 2.3 Initiate or organise production modifications as required 2.4 Check documentation is updated and distributed

ELEMENT	PERFORMANCE CRITERIA
	according to production requirements 2.5 Identify need for technical rehearsals
3. Solve problems in relation to production operations	3.1 Analyse technical problems from operational perspective 3.2 Resolve problems as required 3.3 Take follow-up action to monitor the effectiveness of solutions
4. Maximise quality of production operations	4.1 Liaise with key production personnel regarding creative and technical issues 4.2 Provide regular updates to colleagues in relation to production issues and general progress 4.3 Contribute to evaluations of productions and implement recommendations 4.4 Seek feedback from required personnel on own work performance 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
Reading	Interprets production documentation in relation to own duties
Writing	Documents outcomes from reviews of own performance
Oral communication	- Obtains information by listening and questioning - Uses clear language to contribute information and express requirements
Self-management	- Makes decisions about when and how to complete tasks and coordinate with others - Meets 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
Teamwork	- Shares information and resources and offers assistance - Builds rapport in order to establish effective work relationships
Problem solving	Adopts a methodical and logical approach to coordinating production

SKILL	DESCRIPTION
	- operations and managing workflow • Demonstrates a commitment to improvement by contributing to evaluations of production operations
Technology	• Distributes information electronically • Uses standard word processing and spreadsheet applications to prepare workplace documentation

Unit Mapping Information

Supersedes and is equivalent to CUAPPM402 Coordinate production operations.

Links

Companion Volume Implementation Guide is found on VETNet -

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