



Australian Government

CUAPPM433 Coordinate touring arrangements

Release: 1

CUAPPM433 Coordinate touring arrangements

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 plan and coordinate arrangements for touring productions.

The unit applies to those working autonomously in a team environment or supervising others as they take responsibility for ensuring that tours run smoothly.

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. Plan tour requirements	1.1 Review tour destination information and identify own area of responsibility 1.2 Identify issues with tour destination to be addressed in planning 1.3 Agree on tour requirements and finalise plans according to legal requirements and regulations in consultation with required personnel 1.4 Create and document touring requirements
2. Implement touring plans	2.1 Organise individual and team workflow to meet touring requirements 2.2 Monitor and advise colleagues of changes to touring plans and confirm availability of physical and financial resources 2.3 Monitor touring requirements according to timelines, budget and quality requirements

ELEMENT	PERFORMANCE CRITERIA
	2.4 Update documentation to reflect production changes and distribute to required personnel 2.5 Provide touring personnel with accurate and current information regarding local regulations and procedures
3. Troubleshoot problems during tours	3.1 Identify and respond to short and long-term problems according to organisational policies and procedures 3.2 Monitor and evaluate the effectiveness of chosen solutions

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
Oral communication	- Obtains information by listening and questioning - Uses clear language to contribute information and express requirements
Self-management	- Takes responsibility for decisions about when and how to complete tasks and coordinate with others - Undertakes tasks in line with own level of responsibility - Applies organisational procedures and meets expectations associated with own role - Manages time efficiently
Teamwork	- Builds rapport in order to establish effective work relationships - Meets commitments to others - Projects a professional image when representing the organisation
Problem solving	Monitors impact of workload on work outcomes
Technology	- Distributes information electronically - Uses standard word processing and spreadsheet applications to prepare workplace documentation

Unit Mapping Information

Supersedes and is equivalent to CUAPPM403 Coordinate touring arrangements.

Links

Companion Volume Implementation Guide is found on VETNet -

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