



Australian Government

CUAPPM518 Manage locations for media productions

Release: 1

CUAPPM518 Manage locations for media 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 manage operations on location at media shoots, including film. It involves preparing locations and equipment for shoots, managing location activities while the shoot is undertaken and finalising operations at the shoot location.

The unit applies to those who manage activities and movements at the location and are responsible for the health and safety of cast and crew. On larger productions, the location manager may supervise an assistant location manager or a unit manager.

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 locations for shoots	1.1 Confirm production activities and requirements with required personnel 1.2 Check required resources are available and equipment is in working order before production commencement 1.3 Arrange and coordinate safe transport of equipment and provide directions for production staff according to production requirements 1.4 Plan and implement work health and safety (WHS) requirements for activities and personnel according to production requirements 1.5 Oversee installation and testing of equipment at locations according to WHS practices

ELEMENT	PERFORMANCE CRITERIA
	1.6 Adapt site according to production requirements and prepare contingency plans for potential problems 1.7 Brief and update production staff, location owners and authorities on any changes to production plans, schedules and facilities 1.8 Arrange cast and crew facilities as required
2. Manage location activities	2.1 Identify and minimise potential hazards and confirm activities comply with production requirements and organisational policies and procedures 2.2 Minimise disruptions to productions from the public and manage normal traffic and pedestrian movement according to production requirements 2.3 Arrange safe storage of equipment and facilities while on location according to production requirements 2.4 Resolve creative and technical issues according to production requirements and ensure minimal impact on production where possible 2.5 Ensure accidents and incidents are attended to according to production requirements and confirm details for emergency services are available at all times 2.6 Maintain conditions of access to production location and take action according to production requirements where conditions are breached 2.7 Supervise activities of location management team as required
3. Finalise location operations	3.1 Organise safe removal and labelling of materials and equipment from locations according to production requirements 3.2 Confirm locations are returned to original or improved condition 3.3 Complete production documentation and reports and finalise outstanding contractual arrangements 3.4 Report any faults and concerns to required personnel 3.5 Confirm creative and technical requirements for next set-up and advise required personnel as required 3.6 Evaluate completed projects and note areas for future 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
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SKILL	DESCRIPTION
Oral communication	- Interacts as required in verbal exchanges, conveys and clarifies information and requirements and elicits views and opinions of others using active listening and questioning - Sequences detailed technical instructions, ensures understanding and expresses requirements using specific and industry-standard language
Reading	Critically analyses and consolidates information in different documentation and identifies location requirements and legal and regulatory safety requirements
Writing	- Develops material for a specific audience using clear and detailed language and conveys explicit information, requirements and contractual arrangements - Develops and finalises safety reports according to production, legal and regulatory safety requirements
Initiative and enterprise	- Supervises location activities and implements rapid responses to security incidents and accidents - Takes responsibility for ensuring safety of cast and crew on location - Ensures compliance with policies, procedures, safety plans and legal and regulatory safety requirements during production activities and departure from location
Planning and organising	- Plans, organises and sequences complex tasks and workload, and manages required communication - Prepares resources, equipment, facilities and plans and complies with safety and location requirements - Identifies process strengths and weaknesses and notes areas for improvement
Problem solving	Develops flexible solutions to on-site production problems and implements contingency plans according to production requirements
Self-management	Selects and uses industry-standard communication methods and practices when providing and clarifying information for people associated with production location
Teamwork	Collaborates and cooperates with others when completing work tasks

Unit Mapping Information

Supersedes and is equivalent to CUAPPM508 Manage locations for film and media productions.

Links

Companion Volume Implementation Guide is found on VETNet -

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