



Australian Government

**Assessment Requirements for CUAPPM603
Plan and manage film and media
pre-production**

Release: 1

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Modification History

Release	Comments
Release 1	This version first released with CUA Creative Arts and Culture Training Package version 2.0.

Performance Evidence

Evidence of the ability to:

- prepare detailed resource schedules based on analysis of scripts
- negotiate with production and design teams to develop workable resource plans
- develop, and in collaboration, revise budgets and cost estimates for productions
- monitor and report on expenditure against budgets
- coordinate all pre-production activities and meetings, and brief personnel to achieve required outcomes within commercially realistic time constraints
- respond to a range of issues and problems encountered during pre-production in line with established protocols and procedures
- generate and distribute production documentation and reports relating to the pre-production process.

Note: If a specific volume or frequency is not stated, then evidence must be provided at least once.

Knowledge Evidence

To complete the unit requirements safely and effectively, the individual must:

- outline roles and responsibilities of personnel involved in the pre-production process for a film or television production, and their relationship to the production manager
- describe the procurement processes for products, supplies and equipment
- describe phases and practices in the pre-production process, including typical issues that may arise and their possible solutions
- explain content, format and timing of different types of documentation developed and distributed by production managers
- describe costing techniques for different types of production resources and how these are used to develop budgets
- explain the key audience for safety reports in the pre-production phase.

Assessment Conditions

Assessment must be conducted in a safe environment where evidence gathered demonstrates consistent performance of typical activities experienced in creative arts industry environments. The assessment environment must include access to:

- a range of film and media productions for which resource schedules and budgets may be developed
- scripts and other production information required to develop resource schedules and budgets within commercially realistic time constraints
- interaction with others.

Assessors of this unit must satisfy the requirements for assessors in applicable vocational educational and training legislation, frameworks and/or standards.

Links

Companion Volume implementation guides are found in VETNet -

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