



Australian Government

Assessment Requirements for CUAPPM613 Plan and manage pre-production activities

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 5.0.

Performance Evidence

The candidate must demonstrate the ability to complete the tasks outlined in the elements, performance criteria and foundation skills of this unit, including evidence of the ability to:

- plan and manage pre-production according to requirements of at least one production.

In the course of the above, the candidate must:

- interpret production requirements
- prepare detailed resource schedules based on analysis of scripts
- negotiate with production and design teams and develop 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 according to production requirements
- respond to different issues and problems encountered during pre-production
- generate and distribute production documentation and reports relating to the pre-production process.

Knowledge Evidence

The candidate must be able to demonstrate knowledge to complete the tasks outlined in the elements, performance criteria and foundation skills of this unit, including knowledge of:

- roles and responsibilities of personnel involved in the pre-production process for productions, and their relationship to the production manager
- production requirements that affect planning and managing pre-production including:
 - length of shoot
 - budget constraints
 - standards of issue resolution
 - technical and creative feasibility
 - resource and personnel requirements
 - timelines

- procurement processes for products, supplies and equipment
- common script components
- phases and practices in the pre-production process, including typical issues that may arise and common solutions
- content, format and timing of different types of documentation developed and distributed by production managers
- costing techniques for different types of production resources and how these are used to develop budgets
- publicity and press opportunities associated with productions
- marketing materials associated with productions
- industry standard safety documentation including safety reports
- audience for safety documentation in the pre-production phase.

Assessment Conditions

Skills in this unit must be demonstrated in a workplace or simulated environment where the conditions are typical of those in a working environment in this industry.

This includes access to:

- different productions for which resource schedules and budgets may be developed
- scripts and other production information required to develop resource schedules and budgets
- interaction with others required to demonstrate the performance evidence.

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 Guide is found on VETNet -

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