



**Australian Government**

# **CUAPPM613 Plan and manage pre-production activities**

**Release: 1**

## CUAPPM613 Plan and manage pre-production activities

### 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 manage all aspects of pre-production processes and facilities. It involves coordinating and supervising activities of the entire crew as well as administrative, financial and technical details of productions.

The unit applies to those who work as production managers on film and television productions. Production managers are usually the first person employed by a producer once funding has been approved for a production. They approve changes in scheduling and budgets, and act as intermediaries between producers and management, and crew.

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. Confirm scope of productions	1.1 Clarify production requirements based on negotiations or decisions made during development phase in consultation with required personnel 1.2 Break down scripts scene by scene and establish detailed resource requirements 1.3 Identify, from script breakdowns, issues with budget or shooting implications 1.4 Prepare preliminary production, pre-production and shooting schedules 1.5 Estimate production times and identify whether scripts need reducing to meet production requirements

ELEMENT	PERFORMANCE CRITERIA
2. Finalise budgets	2.1 Determine costs and availability of required resources in collaboration with suppliers 2.2 Liaise with required personnel in different production and post-production areas and clarify requirements, roles and responsibilities 2.3 Identify potential problems with production requirements and take appropriate action according to production requirements 2.4 Present cost estimates to required personnel and negotiate changes as required 2.5 Compile final resource schedule, with contingency plans as required 2.6 Confirm budgets meet production requirements
3. Manage pre-production	3.1 Oversee establishment of pre-production processes and documentation before start of pre-production activities 3.2 Set up the financial organisation of the production and processes for reporting against budgets 3.3 Commission safety documentation from sources according to production requirements and circulate to required organisations and personnel 3.4 Meet regularly with required personnel and monitor expenditure against budget, taking action as required 3.5 Circulate scripts to required personnel and establish and monitor process for communicating script changes 3.6 Confirm all arrangements for access to locations are completed according to production requirements 3.7 Organise marketing materials as required 3.8 Oversee pre-production activities of all departments, providing guidance and assistance as required 3.9 Finalise shooting schedules and circulate final production documentation to required personnel according to production requirements

## 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
Numeracy	<ul style="list-style-type: none"> <li>• Analyses numerical information</li> <li>• Calculates resource costs and makes adjustments as required</li> </ul>

<b>SKILL</b>	<b>DESCRIPTION</b>
	<ul style="list-style-type: none"> <li>• Compares expenditure with cost estimates</li> <li>• Assesses costs of production length and scheduling</li> </ul>
Oral communication	<ul style="list-style-type: none"> <li>• Articulates clearly using specific and industry standard language</li> <li>• Conveys information and negotiates mutually agreed outcomes with different production personnel and external suppliers and service providers</li> <li>• Discusses complex concepts, opinions and requirements with different people using sophisticated listening and questioning techniques</li> <li>• Explains procedures and instructions to others and confirms understanding using industry standard language</li> </ul>
Reading	<ul style="list-style-type: none"> <li>• Interprets and critically analyses complex documentation</li> <li>• Determines requirements and applies general information to specific contexts</li> </ul>
Writing	<ul style="list-style-type: none"> <li>• Modifies and creates material that incorporates synthesis of knowledge and information, using appropriate terminology and cohesive language in required format</li> <li>• Conveys detailed and specific information and instructions requiring concise and correct use of vocabulary, syntax and grammar</li> </ul>
Initiative and enterprise	<ul style="list-style-type: none"> <li>• Works independently and collectively with a strong sense of responsibility for budget and pre-production goals, plans, decisions and outcomes</li> </ul>
Planning and organising	<ul style="list-style-type: none"> <li>• Plans and sequences complex tasks and workload, and manages required communication</li> <li>• Implements pre-production administration facilities, financial reporting systems, information distribution and communication processes and monitors operations</li> </ul>
Problem solving	<ul style="list-style-type: none"> <li>• Develops solutions for conflicting priorities and establishes contingency plans for final resources schedule</li> <li>• Analyses different production factors and resource details</li> </ul>
Teamwork	<ul style="list-style-type: none"> <li>• Selects and uses appropriate communication methods and practices when consulting with others</li> <li>• Negotiates with others and achieves joint outcomes</li> </ul>

## Unit Mapping Information

Supersedes and is equivalent to CUAPPM603 Plan and manage film and media pre-production.

## **Links**

Companion Volume Implementation Guide is found on VETNet -

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