



Australian Government

CUAPPM614 Plan and manage post-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.

Application

This unit describes the skills and knowledge required to plan and manage post-production processes and facilities. It involves supervising personnel and acquiring post-production resources.

The unit applies to those who are responsible for implementing the post-production process on time and within budget. They may work as post-production supervisors in the film and media industry or other industry, often managing a number of projects simultaneously.

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. Clarify post-production briefs	1.1 Confirm and analyse technical and creative requirements for post-production 1.2 Participate in meetings with production personnel and determine required post-production resources according to selected production medium 1.3 Provide advice on cost and operational implications for editing, taking into account techniques used for production 1.4 Confirm budget and timeline with required personnel
2. Develop operational plans	2.1 Draw up schedule for post-production activities according to agreed timelines 2.2 Investigate and confirm availability and cost of post-production

ELEMENT	PERFORMANCE CRITERIA
	resources and staff 2.3 Document post-production stages and confirm with required production personnel 2.4 Confirm work health and safety (WHS) requirements are established in line with organisational procedures 2.5 Finalise operational plan in consultation with production personnel, and obtain sign-off according to organisational procedures
3. Implement post-production processes	3.1 Book and check post-production resources and finalise contractual arrangements as required in line with organisational procedures 3.2 Confirm documentation is accessible to required personnel involved with post-production activities 3.3 Identify any problems and discuss proposed solutions with required personnel 3.4 Negotiate provision of unplanned and additional post-production services with required production personnel 3.5 Monitor and manage post-production activities and staff proactively and according to agreed operational plan 3.6 Prepare progress reports according to organisational procedures and organise review sessions with required production personnel
4. Wrap up post-production processes	4.1 Attend post-production evaluation session and confirm final product meets creative, technical and budgetary requirements of production 4.2 Obtain lock-off approval for project from required production personnel 4.3 Complete required documentation and arrange for return of hired post-production resources 4.4 Evaluate all aspects of 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
Numeracy	- Interprets and adjusts numerical information for budgets and service costs - Calculates periods of time when allocating resources

SKILL	DESCRIPTION
Oral communication	• Articulates requirements and strategies using language required for audience and environment • Uses listening and questioning techniques in discussion of complex ideas, opinions and concepts with a wide range of people
Reading	• Analyses complex documentation and determines requirements
Writing	• Creates documentation which demonstrate comprehension of outcomes and alternatives • Uses concise vocabulary, syntax and grammar
Planning and organising	• Monitors work progress and determines actions required in line with operational plan and schedule requirements • Plans and sequences complex tasks and workload, and manages required communication
Problem solving	• Develops solutions to production process problems
Self-management	• Selects and uses accepted communication methods and practices for sharing information and determining requirements • Works independently and collectively in making decisions in line with achieving requirements • Takes responsibility for following procedures, organisational policies and workplace safety legislation • Identifies improvement opportunities from evaluation processes
Teamwork	• Facilitates agreement and achieves joint outcomes by collaborating, consulting and negotiating with post-production team and other service providers

Unit Mapping Information

Supersedes and is equivalent to CUAPPM604 Plan and manage film and media post-production.

Links

Companion Volume Implementation Guide is found on VETNet -

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