



Australian Government

CUASMT403 Develop and implement production work plans

Release: 2

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Modification History

Release	Comments
Release 2	This version released with CUA Creative Arts and Culture Training Package version 2.0. Updated assessment conditions section. Updated modification history section to reflect changed name of training package.
Release 1	This version first released with CUA Creative Arts and Culture Training Package version 1.0.

Application

This unit describes the performance outcomes, skills and knowledge required to analyse production information to identify technical and creative elements that need to be addressed in work plans for productions in the screen, media, entertainment and events industries.

Individuals who apply these skills work autonomously in a team environment as they take responsibility for documenting and implementing work plans that contribute to the achievement of the overall creative vision for shows or events. They may be responsible for supervising others.

No licensing, legislative or certification requirements apply to this unit at the time of publication.

Unit Sector

Media and entertainment production - stage management

Elements and Performance Criteria

Elements	Performance Criteria
<i>Elements describe the essential outcomes.</i>	<i>Performance criteria describe the performance needed to demonstrate achievement of the element.</i>
1. Analyse production information	1.1 Obtain production information from relevant colleagues 1.2 Analyse production information to determine overall creative and technical parameters for productions 1.3 Discuss own analysis with colleagues to confirm preliminary interpretation is consistent with overall creative vision

	<p>1.4 Undertake research to assist with providing context for productions as required</p> <p>1.5 Extend creative and technical ideas that could contribute to the realisation of creative vision</p>
2. Document production requirements	<p>2.1 Produce a detailed breakdown of creative, production and technical requirements applicable to own area of responsibility</p> <p>2.2 Identify requirements that need collaboration with colleagues</p> <p>2.3 In consultation with colleagues, develop concepts and strategies that address joint issues and provide creative input into productions</p>
3. Implement work plans	<p>3.1 Incorporate information gained from analysis and consultation into relevant documentation and planning processes</p> <p>3.2 Integrate key information into work plans within agreed timeframes</p> <p>3.3 Identify factors that could affect the achievement of work objectives and establish contingencies and incorporate them into work plans</p> <p>3.4 Implement work plans and monitor progress to ensure work achieves objectives, meets deadlines and remains consistent with overall creative vision</p>
4. Review work plans	<p>4.1 Contribute to evaluations aimed at improving production services and adjust own work procedures accordingly</p> <p>4.2 Negotiate and agree on modifications to work plans and amend accordingly</p> <p>4.3 Agree to final designs and produce accurate and comprehensive documentation to support implementation in line with production schedules</p> <p>4.4 Present final designs, plans and specifications within agreed timeframes and confirm that production requirements have been met</p>

Foundation Skills

This section describes language, literacy, numeracy and employment skills incorporated in the performance criteria that are required for competent performance.

Skill	Performance Criteria	Description
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Learning	4.1	<ul style="list-style-type: none"> • Interprets information from evaluation to enhance own performance
Reading	1.2, 1.4, 2.1, 3.4	<ul style="list-style-type: none"> • Obtains information from a range of complex written sources
Writing	2.2, 3.2	<ul style="list-style-type: none"> • Develops workplace documents and plans
Oral communication	1.1, 1.3, 1.5, 2.2, 2.3, 3.3, 4.1	<ul style="list-style-type: none"> • Obtains information by listening and questioning • Seeks the views and opinions of others • Discusses ideas and solutions • Uses clear language to contribute information and express requirements
Navigate the world of work	2.1, 2.2, 3.4	<ul style="list-style-type: none"> • Takes responsibility for decisions about when and how to complete tasks and coordinate with others • Applies organisational procedures and meets expectations associated with own role
Interact with others	1.1, 1.3, 1.5, 2.2, 2.3, 3.3, 4.1	<ul style="list-style-type: none"> • Shares information and resources and offers assistance • Collaborates with creative and technical personnel to achieve joint outcomes, playing an active role in facilitating effective group interaction
Get the work done	1.1, 1.2, 1.3, 1.4, 1.5, 2.1, 2.2, 2.3, 3.1, 3.2, 3.3, 3.4	<ul style="list-style-type: none"> • Adopts a methodical and logical approach to the development of work plans • Implements plans, making adjustments if necessary and addressing unexpected issues • Plans and organises own workload, planning for contingencies and considering how to link with the work of others • Undertakes research to enhance understanding and appreciation of production contexts • Uses the internet as a research tool • Uses standard word processing and spreadsheet applications to prepare production documentation

Unit Mapping Information

Code and title current version	Code and title previous version	Comments	Equivalence status
CUASMT403 Develop and implement production work plans (Release 2)	CUASMT403 Develop and implement production work plans (Release 1)	Updated assessment conditions section. Updated modification history section to reflect changed name of training package.	Equivalent unit

Links

Companion Volume implementation guides are found in VETNet -

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