



Australian Government

CUASMT413 Develop and implement production work plans

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 skills and knowledge required to identify technical and creative elements for productions in the screen, media, entertainment and events industries. It involves analysing production information, documenting production requirements, and reviewing work plans.

The unit applies to those who 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

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. Analyse production information	1.1 Obtain production information from colleagues 1.2 Analyse production information to determine overall creative and technical parameters 1.3 Discuss analysis with colleagues to confirm preliminary interpretation is consistent with creative vision 1.4 Research context for productions as required 1.5 Contribute creative and technical ideas
2. Document production requirements	2.1 Produce creative, production and technical requirements 2.2 Identify requirements that need collaboration with colleagues

ELEMENT	PERFORMANCE CRITERIA
	2.3 Develop concepts and strategies and provide creative input into productions
3. Implement work plans	3.1 Incorporate information gained from analysis and consultation into required documentation and planning processes 3.2 Integrate key information into work plans within agreed timeframes 3.3 Identify factors that could affect the achievement of work objectives, establish contingencies and incorporate them into work plans 3.4 Implement work plans and monitor progress according to production requirements
4. Review work plans	4.1 Evaluate production services and adjust procedures accordingly 4.2 Negotiate and agree on modifications to work plans 4.3 Agree to final designs and produce accurate and comprehensive documentation to support implementation in line with production schedules 4.4 Present final designs, plans and specifications within agreed timeframes and confirm that production requirements have been met

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
Reading	<ul style="list-style-type: none"> • Interprets production documentation
Oral communication	<ul style="list-style-type: none"> • Obtains information by using listening and questioning techniques
Self-management	<ul style="list-style-type: none"> • Understands and completes main tasks and responsibilities within the boundaries of own role • Follows health and safety procedures
Teamwork	<ul style="list-style-type: none"> • Shares resources and offers assistance • Collaborates with creative and technical personnel
Initiative and enterprise	<ul style="list-style-type: none"> • Implements work plans and addresses unexpected issues • Plans and organises workload within the boundaries of own role
Technology	<ul style="list-style-type: none"> • Uses the internet as a research tool • Uses standard word processing and spreadsheet applications to

SKILL	DESCRIPTION
	prepare production documentation

Unit Mapping Information

Supersedes and is equivalent to CUASMT403 Develop and implement production work plans.

Links

Companion Volume Implementation Guide is found on VETNet -

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