CUASMT505 Manage plotting sessions

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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 plan and manage the process of plotting technical cues for productions and recording information needed to coordinate cueing during live shows in the entertainment and events industries.

Individuals who apply these skills are expected to display initiative, judgement and responsibility as they use high level communication, time management and coordination skills to ensure that plotting of technical cues is completed on time.

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
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
1. Prepare for plotting	1.1 In consultation with relevant personnel, update production scripts in readiness for inclusion of cues, standbys and calls
	1.2 Plan plotting of technical requirements in a logical order that uses time efficiently
	1.3 Select the most appropriate methods for communicating with crew and advise relevant personnel of communication equipment

	requirements
	1.4 Ensure crew and production personnel required for plotting are present at the appropriate time
	1.5 Distribute draft cue reference documents for further development by crew during plotting sessions
	1.6 Check the venue and communication equipment to ensure readiness prior to start of plotting sessions
	1.7 Liaise with heads of technical departments regarding unfinished work, and brief creative personnel accordingly prior to start of plotting sessions
2. Coordinate the plotting of cues	2.1 Provide input into creative discussions and contribute to problem solving during plotting sessions
	2.2 Direct walkers standing in for performers during plotting according to blocking notation
	2.3 Take direction from creative personnel on cue points, timing and sequencing of cues
	2.4 Calculate timings and other measurements that need to be incorporated into cues and documentation
	2.5 Follow relevant safety procedures, with particular reference to requirements for potentially hazardous sequences
	2.6 Liaise with other production personnel in a manner that encourages cooperation in the team
	2.7 Clearly document plotted cues and standbys in production scripts, including timings and summary of production content
3. Test and modify cues	3.1 Run cue sequences so that creative personnel can assess plotted cues and sequences and make adjustments as required
	3.2 Incorporate changes and adjustments in cue notation as required
	3.3 Ensure that crew members incorporate changes into cue content and their own documentation
	3.4 Repeat and adjust cues and cue sequences until satisfactory results are achieved
	3.5 Note additional work required by self or others after plotting sessions
	3.6 Give notes to crew and other production personnel on work arising from plotting sessions
	3.7 Contribute to evaluations and continuous improvement of plotting procedures and adjust own work procedures accordingly

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
Learning	3.7	• Interprets information from evaluation to enhance own performance
Reading	1.1, 2.2	• Interprets production documentation in relation to own role
Writing	1.1, 2.7, 3.2	• Prepares and updates cue reference documents
Oral communication	1.1, 1.3, 1.5, 1.7, 2.1, 2.2, 2.3, 2.6, 3.3, 3.6, 3.7	• Seeks the views and opinions of others • Discusses ideas and solutions • Uses clear language to contribute information and express requirements
Numeracy	2.4	• Calculates measurements and timings in relation to plotting cues
Navigate the world of work	1.1, 1.3, 1.7, 2.5	• Works independently and collectively with a strong sense of responsibility for goals, plans, decisions and outcomes • Takes responsibility for meeting regulatory requirements within scope of own role • Applies organisational procedures associated with job role
Interact with others	1.1, 1.3, 1.5, 1.7, 2.1, 2.2, 2.3, 2.6, 3.3, 3.6, 3.7	• Demonstrates reliability and integrity in dealings with others • Recognises the importance of building rapport with creative and technical personnel in order to establish effective work relationships
Get the work done	1.1, 1.2, 1.3, 1.4, 1.5, 1.6, 1.7, 2.1, 2.2, 2.3, 2.4, 2.5, 2.6, 2.7, 3.1, 3.2, 3.3, 3.4, 3.5, 3.6	• Plans and supervises cue plotting and testing sessions in a logical sequence • Manages time efficiently to meet work deadlines • Recognises and takes responsibility for addressing predictable, and some less predictable, problems when managing plotting sessions • Applies knowledge of technical and

		communications equipment to the process of plotting cues
		• Distributes information electronically
		• Uses standard word processing and spreadsheet applications to prepare workplace documentation

Unit Mapping Information

Code and title current version	Code and title previous version	Updated assessment conditions section. Updated modification	Equivalence status
CUASMT505 Manage plotting session (Release 2)	CUASMT505 Manage plotting session (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