



Australian Government

CUASMT513 Develop and maintain production documents

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 produce and manage documentation that tracks the creative development of productions in the screen, media, entertainment and events industries.

The unit applies to those who display initiative, judgement and responsibility in the process of maintaining production scripts and communicating developments through the rehearsal phase and into the performance run. It involves analysis and management of production documentation.

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. Confirm and interpret production documentation requirements	1.1 Analyse production and design documentation and determine creative and technical production aspects of projects 1.2 Determine documentation requirements for productions in consultation with required personnel 1.3 Clarify scope of own responsibilities for producing and maintaining production documents
2. Manage production scripts in rehearsals	2.1 Set up production scripts using applicable format 2.2 Incorporate cuts, additions and other script modifications to reflect current version of shows

ELEMENT	PERFORMANCE CRITERIA
	2.3 Distribute script revisions to required personnel applying clear version control protocols 2.4 Record performers' blocking and continuously update notation to ensure accuracy and currency of records 2.5 Record information required to rehearse and stage shows in production scripts 2.6 Provide accurate prompts and cues in a timely and appropriate manner 2.7 Mark performers' errors and omissions in scripts using prompting notation 2.8 Use notation as a guide to provide performers with notes and to anticipate where future prompts may be required
3. Maintain administrative documents	3.1 Draft production documents according to requirements 3.2 Confirm drafts with required personnel and make additions and adjustments as required 3.3 Distribute copies of documents according to production requirements 3.4 Update administrative documents to reflect production development 3.5 Distribute documentation to production personnel 3.6 Maintain accurate records of distribution 3.7 Contribute to evaluations and continuous improvement of production documentation and adjust own work procedures accordingly

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
Learning	Interprets information from evaluation to enhance own performance
Reading	Interprets production documentation in relation to own role
Writing	- Develops and updates production scripts to track progress and issues that arise in rehearsals - Manages version control to support production requirements
Oral communication	- Obtains information by listening and questioning - Discusses ideas and solutions

SKILL	DESCRIPTION
	• Uses clear language to contribute information and express requirements
Self-management	• Clarifies scope of own responsibilities • Works independently and collectively with a strong sense of responsibility for goals, plans, decisions and outcomes • Applies organisational procedures associated with job role
Teamwork	• Establishes effective work relationships with creative and technical personnel • Demonstrates reliability and integrity when collaborating with others
Planning and organising	• Adopts a methodical and logical approach to developing and updating production reference documents
Problem solving	• Analyses rehearsals and anticipates where performers may need prompts
Technology	• Uses standard word processing and spreadsheet applications to prepare production documentation • Distributes information electronically

Unit Mapping Information

Supersedes and is equivalent to CUASMT503 Develop and maintain production documents.

Links

Companion Volume Implementation Guide is found on VETNet -

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