



Australian Government

CUASMT515 Manage plotting sessions and cue calling

Release: 2

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Modification History

Release	Comments
Release 2	This version first released with CUA Creative Arts and Culture Training Package version 5.1. Version created to correct unit mapping error.
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 plan and manage the process of plotting and calling technical cues for productions and recording information needed to coordinate cueing during live shows in the entertainment and events industries.

The unit applies to those who 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. It involves an understanding of technical requirements and use of effective communication with production personnel.

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. Prepare for plotting	1.1 Analyse and production documentation and identify technical requirements in consultation with required personnel 1.2 Plan plotting of technical requirements in a logical order and make notations as required 1.3 Select the most appropriate methods for communicating with crew and advise required personnel of

ELEMENT	PERFORMANCE CRITERIA
	communication equipment requirements 1.4 Confirm required crew and production are present at the required time 1.5 Distribute draft cue reference documents for further development by crew during plotting sessions 1.6 Confirm venue and communication equipment are ready for plotting sessions 1.7 Liaise with heads of technical departments regarding unfinished work 1.8 Brief creative personnel prior to start of plotting sessions
2. Coordinate the plotting of cues	2.1 Prepare technical references according to requirements 2.2 Plot technical elements, including applicable technical notations 2.3 Organise performers during plotting according to blocking notation 2.4 Liaise with creative personnel on cue points, timing and sequencing of cues and note specific requirements 2.5 Calculate timing and other measurements that need to be incorporated into cues and documentation 2.6 Document plotted cues and standbys clearly in production documentation
3. Test and modify cues and deliver technical elements of productions	3.1 Run cue sequences and incorporate changes and adjustments as required 3.2 Confirm that crew members incorporate changes into cue content and their own documentation 3.3 Repeat and adjust cues and cue sequences 3.4 Note additional work required by self or others after plotting sessions 3.5 Distribute follow up notes to required personnel 3.6 Deliver technical elements according to production documents and technical references 3.7 Respond to changed production circumstances and follow activity and direction from required personnel 3.8 File production documentation and technical references according to requirements 3.9 Contribute to evaluations and continuous improvement of plotting procedures 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 • Seeks the views and opinions of others and identifies ways to improve own performance
Reading	• Interprets production documentation in relation to own role
Oral communication	• Obtains information by listening and questioning • Discusses ideas and solutions using clear language to contribute information and express requirements
Numeracy	• Calculates measurements and timings in relation to plotting cues
Self-management	• Works independently and collectively with 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 • Manages time efficiently to meet work deadlines
Initiative and enterprise	• Responds proactively to issues that affect others involved in plotting cues • Responds appropriately to the unexpected during performances
Teamwork	• Demonstrates reliability and integrity when collaborating with others • Establishes effective work relationships with creative and technical personnel • Works collaboratively with others involved in performances
Planning and organising	• Plans and supervises cue plotting and testing sessions in a logical sequence • Manages issues that arise during plotting sessions
Problem solving	• Adopts a methodical and logical approach to plotting and managing cues from scores
Technology	• Applies knowledge of technical and communications equipment to the process of plotting cues

Unit Mapping Information

No equivalent unit. Supersedes and is not equivalent to CUASMT505 Manage plotting sessions and CUASMT506 Plot and manage cues from musical scores.

Links

Companion Volume Implementation Guide is found on VETNet -

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