



**Australian Government**

# **CUASOU602 Manage production of sound recordings**

**Release: 1**

## CUASOU602 Manage production of sound recordings

### Modification History

Release	Comments
Release 1	This version first released with CUA Creative Arts and Culture Training Package version 2.0.

### Application

This unit describes the skills and knowledge required to manage the production of sound recordings from planning through to post-production.

It applies to individuals who are responsible for managing the production of sound recordings, including planning and monitoring rehearsals and recording sessions, engaging specialists where required, and overseeing and evaluating the quality of finished recordings.

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

### Unit Sector

Media and entertainment production – audio/sound

### 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. Clarify sound recording brief	1.1 Participate in production meetings with relevant people to discuss vision, production values and expected outcomes for recording project 1.2 Confirm production objectives, deliverables, constraints and other requirements 1.3 Finalise repertoire, artists and operational details for recording project, and confirm with relevant people
2. Organise resources	2.1 Identify and recruit production staff needed for recording project 2.2 Confirm and contract artists as required 2.3 Secure venues and resources for rehearsal and recording sessions

<b>ELEMENT</b>	<b>PERFORMANCE CRITERIA</b>
	2.4 Finalise and confirm contracts for staff and venues as required
3. Prepare for production of sound recording	<p>3.1 Communicate with relevant people to ensure artistic vision can be achieved and resources will be available when required</p> <p>3.2 Draw up and distribute rehearsal and recording schedules to relevant people</p> <p>3.3 Finalise and distribute schedule for production meetings to relevant people</p> <p>3.4 Anticipate issues that may arise during production of sound recordings, and plan accordingly</p> <p>3.5 Brief technical team on operations, production values and contingency plans</p> <p>3.6 Identify and comply with work health and safety, copyright requirements and other legal requirements throughout production</p>
4. Manage recording sessions	<p>4.1 Communicate effectively in recording sessions and production meetings, and confirm documentation is completed correctly</p> <p>4.2 Confirm resources and production requirements are in place for recording sessions and other associated activities</p> <p>4.3 Communicate with the producer/director to verify and maintain production quality</p> <p>4.4 Provide clear directions to production staff throughout pre-recording, recording and post-production phases to achieve agreed production values</p> <p>4.5 Collaborate with relevant personnel to maintain the quality of musical and technical preparation to achieve required production values</p> <p>4.6 Comply with agreed time and budget constraints at all stages of recording project</p>
5. Manage post-production	<p>5.1 Confirm post-production process and outputs meet agreed production values</p> <p>5.2 Facilitate continuing input from relevant people into post-production process, and take remedial action as required</p> <p>5.3 Confirm post-production outputs are saved in required format</p>
6. Evaluate production of sound recording	<p>6.1 Review and evaluate sound production processes and outputs in discussion with relevant personnel</p> <p>6.2 Evaluate own role, and note areas for improvement</p> <p>6.3 Provide feedback to team members on their performance as</p>

<b>ELEMENT</b>	<b>PERFORMANCE CRITERIA</b>
	required 6.4 Document evaluation according to production requirements and organisational procedures

## Foundation Skills

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

<b>Skill</b>	<b>Performance Criteria</b>	<b>Description</b>
Reading	3.5, 3.6, 4.1	<ul style="list-style-type: none"> <li>Interprets textual information from relevant sources to identify compliance with policy and procedures, and ensure it meets the needs of production requirements</li> </ul>
Writing	2.1-2.4, 3.2, 3.3, 4.1, 4.4, 6.3, 6.4	<ul style="list-style-type: none"> <li>Legibly completes relevant reports and documentation using clear and technically specific language and diagrammatic information for different audiences and purposes</li> </ul>
Oral Communication	1.1, 1.3, 2.1, 2.3, 3.1- 3.3, 3.5, 4.1, 4.3-4.5, 5.2, 6.1, 6.3	<ul style="list-style-type: none"> <li>Uses industry appropriate language to liaise with others throughout the design process, to check understandings and to elicit different viewpoints</li> </ul>
Numeracy	1.3, 3.1, 3.2, 4.6	<ul style="list-style-type: none"> <li>Uses mathematical formulas and calculations to estimate, plan and monitor project costs and timeframes</li> </ul>
Navigate the world of work	2.2, 2.4, 3.5, 3.6, 4.6, 5.1, 5.3, 6.4	<ul style="list-style-type: none"> <li>Follows protocols and procedures for contracts and project planning and evaluation</li> <li>Follows organisational procedures related to copyright and safety requirements relevant to role</li> </ul>
Interact with others	1.1,1.3, 2.1, 3.1, 3.3, 3.5, 4.1, 4.3, 4.4, 4.5, 5.2, 6.1, 6.3	<ul style="list-style-type: none"> <li>Collaborates and advises others to maximize creative and technical outputs</li> <li>Responds to and utilises a range of perspectives to achieve creative outcomes</li> <li>Interacts effectively to remedy issues and disagreements, and negotiates outcomes</li> </ul>
Get the work done	1.1-1.3, 2.1-2.4, 3.1-3.4, 3.6, 4.2, 4.6, 5.1- 5.3, 6.1-6.4	<ul style="list-style-type: none"> <li>Plans, organises and manages a range of complex tasks and resources</li> <li>Anticipates problems and has contingency plans ready to implement</li> <li>Uses analytical processes to evaluate outcomes and</li> </ul>

		identify improvement opportunities
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## Unit Mapping Information

Code and title current version	Code and title previous version	Comments	Equivalence status
CUASOU602 Manage production of sound recordings	CUSSOU602A Manage production of sound recordings	Updated to meet Standards for Training Packages. Minor edits to elements and performance criteria to clarify intent.	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>