



Australian Government

Department of Education, Employment and Workplace Relations

CUETEM03C Establish and manage production requirements and resources

Revision Number: 1

CUETEM03C Establish and manage production requirements and resources

Modification History

Not applicable.

Unit Descriptor

Unit descriptor	<p>This unit describes the skills and knowledge required to establish and manage resources and other requirements for a particular production area. It builds on the skills found in the unit CUETEM01C Coordinate production operations.</p> <p>No licensing, legislative, regulatory or certification requirements apply to this unit at the time of endorsement.</p>
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Application of the Unit

Application of the unit	<p>A head technician, technical manager or workshop manager would generally undertake this role.</p> <p>This unit has linkages to a range of other technical and management units and combined assessment and/or training with those units is recommended, e.g.:</p> <ul style="list-style-type: none"> • CUETEM01C Coordinate production operations • CUEFIN02C Manage a budget • CUESET11B Develop set construction plans to meet design requirements.
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Licensing/Regulatory Information

Not applicable.

Pre-Requisites

Prerequisite units		

Employability Skills Information

Employability skills	This unit contains employability skills.
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Elements and Performance Criteria Pre-Content

Elements describe the essential outcomes of a unit of competency.	Performance criteria describe the performance needed to demonstrate achievement of the element. Where bold italicised text is used, further information is detailed in the required skills and knowledge section and the range statement. Assessment of performance is to be consistent with the evidence guide.
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Elements and Performance Criteria

ELEMENT	PERFORMANCE CRITERIA
1. Establish production requirements	1.1. Evaluate initial production concepts and technical requirements in relation to feasibility, safety and any environmental impact 1.2. Provide timely, accurate and correct advice on the feasibility and safety of concepts and their implementation, including suggestions of workable alternatives as required 1.3. Accurately document details of safety and technical requirements in relation to the production concepts 1.4. Clarify production concepts and final requirements in consultation with the appropriate personnel as required
2. Complete plans for realisation of production requirements	2.1. Identify and agree on options for realisation and execution in consultation with the appropriate personnel 2.2. Correctly interpret production documentation/models to adapt these to serve practical requirements of construction or installation 2.3. Accurately and appropriately document all decisions , agreements and other relevant information in accordance with organisational procedures 2.4. Develop an action plan for implementing construction or installation incorporating all requirements in terms of labour , materials, equipment and facilities
3. Source and cost resources	3.1. Source and cost resource requirements as required in accordance with organisation policy and procedures 3.2. Develop realistic expenditure estimates to meet the budget allocation 3.3. Identify potential budget overruns and resolve and/or recommend alternatives to appropriate personnel. 3.4. Liaise with internal and/or external suppliers to acquire equipment and materials, using existing materials wherever possible 3.5. Follow appropriate financial procedures in accordance with organisational policies and procedures
4. Manage construction or installation	4.1. Organise and oversee work to ensure that construction or installation is completed within constraints of timeframes, budget and available

ELEMENT	PERFORMANCE CRITERIA
	<p>technology</p> <p>4.2. Allocate tasks in accordance with skill, preference, training requirements and multi-skilling considerations</p> <p>4.3. Liaise with colleagues and attend appropriate run-throughs and/or production meetings to identify any alterations that need to be made to original design specifications</p> <p>4.4. Monitor construction or installation to ensure that it meets design specifications, budgetary constraints and timelines</p>

Required Skills and Knowledge

REQUIRED SKILLS AND KNOWLEDGE

This section describes the skills and knowledge required for this unit.

Required skills

- communication and negotiation skills in relation to liaising with production colleagues and resource acquisition

Required knowledge

- in-depth knowledge of the specific production area
- practical production issues and limitations in relation to different design concepts and techniques
- planning methods and techniques relevant to the production area
- supply sources for resources relevant to the production area
- typical costs and costing processes relevant to the production area
- legal and occupational health and safety issues that affect production operations

Evidence Guide

EVIDENCE GUIDE	
<p>The Evidence Guide provides advice on assessment and must be read in conjunction with the performance criteria, required skills and knowledge, range statement and the Assessment Guidelines for the Training Package.</p>	
Overview of assessment	
Critical aspects for assessment and evidence required to demonstrate competency in this unit	<p>The following evidence is critical to the judgement of competence in this unit:</p> <ul style="list-style-type: none"> • effective communication with artistic staff, senior management, peers and subordinates • ability to develop options for different production requirements and constraints • extensive knowledge of specialist area, particularly in the area of resource acquisition and management.
Context of and specific resources for assessment	<p>The assessment context must provide for:</p> <ul style="list-style-type: none"> • practical demonstration of skills through the establishment and management of technical requirements for more than one production or event • assessment conducted over a period of time to reflect the ongoing monitoring and implementation aspects of the unit • involvement of and interaction with a whole production team to reflect the collaborative nature of the skills in this unit.
Method of assessment	<p>Assessment may incorporate a range of methods to assess performance and the application of essential underpinning knowledge, and might include:</p> <ul style="list-style-type: none"> • evaluation of a particular technical aspect of and event or production for which the candidate has been responsible from planning to realisation • evaluation of reports prepared by the candidate analysing the processes undertaken to realise the technical aspects of a production and identifying key challenges and ways of overcoming those challenges • case studies to assess ability to develop technical approaches for different production situations • problem solving exercises to assess ability to generate solutions to a common range of challenges encountered • review of portfolios of evidence and third party workplace reports of on-the-job performance by the

EVIDENCE GUIDE	
	candidate.
Guidance information for assessment	Assessment of this unit requires access to: <ul style="list-style-type: none">• venue where a production can be staged• equipment and materials relevant to the production area.

Range Statement

RANGE STATEMENT

The range statement relates to the unit of competency as a whole. It allows for different work environments and situations that may affect performance. Bold italicised wording, if used in the performance criteria, is detailed below. Essential operating conditions that may be present with training and assessment (depending on the work situation, needs of the candidate, accessibility of the item, and local industry and regional contexts) may also be included.

<i>Production</i> resources and requirements may relate to:	<ul style="list-style-type: none"> • audio • audiovisual • lighting • props • scenic art • sets • special effects • stage management
<i>Appropriate personnel</i> may include:	<ul style="list-style-type: none"> • designers • directors • production managers • other technical specialists
<i>Production documentation/models</i> may include:	<ul style="list-style-type: none"> • designs • drawings • models • plans • production notes • script
<i>Decisions</i> on most appropriate implementation method/s may take account of factors, including:	<ul style="list-style-type: none"> • budget constraints • time • venue • other company resource restrictions or safety considerations
<i>Resource requirements</i> may include:	<ul style="list-style-type: none"> • equipment • facilities • labour • materials
<i>Resources</i> may be acquired through:	<ul style="list-style-type: none"> • acquiring necessary licences and approvals, e.g. firearms licence • borrowing • contra-deals • hiring

RANGE STATEMENT	
	<ul style="list-style-type: none"> • purchasing • renting
<i>Labour</i> requirements may be for:	<ul style="list-style-type: none"> • consultants/specialists • contract staff • permanent staff
<i>Financial procedures</i> may include:	<ul style="list-style-type: none"> • establishing cheques and petty cash arrangements • establishing paperwork requirements, e.g. purchase orders, requisitions, record keeping, invoices quotes and estimates • implementing appropriate delegation and accountability arrangements

Unit Sector(s)

Unit sector	
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Competency field

Competency field	Media and entertainment production - production planning and management
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Co-requisite units

Co-requisite units		