CUESMT11A Create, update and use production reference documents

Release: 1

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Modification History

Not applicable.

Unit Descriptor

This unit describes the skills and knowledge required to create and maintain the range of production documents that are used during rehearsals and ultimately during performance. Use of these documents includes prompting and cueing of performers. Stage managers generally undertake this role.
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Application of the Unit

Not applicable.

Licensing/Regulatory Information

Not applicable.

Pre-Requisites

Not applicable.

Employability Skills Information

Not applicable.

Elements and Performance Criteria Pre-Content

Not applicable.

Elements and Performance Criteria

Elements and Performance Criteria

Element	Performance Criteria
1 Determine requirements for production reference documents	1.1 Read and interpret production and design documentation to achieve an understanding of the artistic and technical aspects of the project
	1.2 Liaise with relevant colleagues to determine precise documentation requirements and scope of individual responsibilities
2 Create and maintain production reference documents	2.1 Draft production reference documents using the appropriate format for the type of production and in accordance with organisational requirements
	2.2 Accurately and appropriately record information required to stage the production on the script
	2.3 Confirm drafts with relevant colleagues and make correct adjustments as required
	2.4 Copy and circulate copies of document in accordance with production requirements, maintaining accurate records of distribution
3 Use production reference documents during rehearsals	3.1 Provide accurate prompts and cues at the appropriate time in accordance with technical and director's requirements
	3.2 Adjust physical elements in accordance with the setting and running documents
	3.3 Provide prompts and cues sensitively ensuring appropriate timing accuracy and audibility for performers
	3.4 Use documents appropriately to stand in for absent cast members when required.
	3.5 Update documentation as required to ensure currency of versions being used.

Required Skills and Knowledge

Not applicable.

Evidence Guide

Underpinning skills and knowledge
Assessment must include evidence of the following knowledge and skills:
broad understanding of artistic and technical elements of the production/event such as staging, lighting and sound elements, including roles and responsibilities of different cast and crew
the features and formats of source documents used to create production reference documents including scripts
the features of and formats used for different production reference documents, including production script, cue sheets and running sheets
documentation requirements for different types of production
documentation requirements of different cast and crew
communication techniques for the provision of prompts and cues.

Linkages to other units
This unit has strong linkages to the following units, and combined training and/or assessment with those units may be appropriate:
CUESMT09A - Plot and rehearse cues
CUESMT08A - Call the production/event

Critical aspects of evidence
The following evidence is critical to the judgement of competence in this unit:
correct interpretation of artistic and technical requirements of the production/event
ability to create accurate, clear and technically correct production reference documents
knowledge of the range of documentation used in different types of production.

Method and context of assessment
The assessment context must provide for:
practical demonstration of skills through the creation and use of documents for at least two different productions
interaction with and involvement of a technical and performance team to reflect the collaborative nature of the process
presence of time pressures in the creation and updating of documents

Assessment may incorporate a range of methods to assess practical skills and the application of essential underpinning knowledge, and might include:
review of production reference documents prepared by the candidate
project activity which allows the candidate to create documents for different productions
written or oral questioning to assess knowledge of artistic and technical requirements of the production/event
review of portfolios of evidence and third party workplace reports of on-the job performance by the candidate

Assessment methods should closely reflect workplace demands and the needs of particular groups (e.g. people with disabilities, and people who may have literacy or numeracy difficulties such as speakers of languages other than English, remote communities and those with interrupted schooling).

Resource requirements
Assessment of this unit requires access to:
a production
source documentation on which production reference documentation can be based

a rehearsal venue.

Key competencies in this unit

Key competencies are built into all workplace competencies. The table below describes those applicable to this unit. Trainers and assessors should ensure that they are addressed in training and assessment.

Level 1 = Perform

Level 2 = Administer and Manage

Level 3 = Design and Evaluate

Collecting, **organising and analysing information** (**2**)

Assessing artistic and technical aspects of a production.

Communicating ideas and information (**2**)

Drafting documentation.

Planning and organising activities (**2**)

Organising circulation and updating of documents.

Working with others and in teams (**2**)

Liaising with director.

Using mathematical ideas and techniques (**1**)

Calculating timings.

Solving problems (**2**)

Responding to changes arising from rehearsals.

Using technology (**1**)

Using computer to create documents.

Underpinning skills and knowledge

Assessment must include evidence of the following knowledge and skills:

broad understanding of artistic and technical elements of the production/event such as staging, lighting and sound elements, including roles and responsibilities of different cast and crew

the features and formats of source documents used to create production reference documents including scripts

the features of and formats used for different production reference documents, including production script, cue sheets and running sheets

documentation requirements for different types of production

documentation requirements of different cast and crew

communication techniques for the provision of prompts and cues.

Linkages to other units

This unit has strong linkages to the following units, and combined training and/or assessment with those units may be appropriate:

CUESMT09A - Plot and rehearse cues

CUESMT08A - Call the production/event

Critical aspects of evidence

The following evidence is critical to the judgement of competence in this unit:

correct interpretation of artistic and technical requirements of the production/event

ability to create accurate, clear and technically correct production reference documents

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The assessment context must provide for:

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Working with others and in teams (**2**)
Liaising with director.

Using mathematical ideas and techniques (**1**)
Calculating timings.

Solving problems (**2**)
Responding to changes arising from rehearsals.

Using technology (**1**)
Using computer to create documents.

Range Statement

The following explanations identify how this unit may be applied in different workplaces, sectors and circumstances.

Relevant colleagues may include:

director

conductor

musical director

artistic specialist

artists/performers

technical director

technical staff

designers

production manager

choreographers.

Production reference documents must include:

production script

cue sheet

running sheet.

Production reference documents may include:

directors notes

rehearsal scene breakdown

cast list

cast/character/costume/props matrix

'doubling' list

extract lists

quick change lists

scene-by-scene principles and extras lists

notated score.

Information for inclusion on the production script may include:

performer calls

other performer movements, e.g. entrances, exits, moves 'on stage'

location, use and movement of props, costumes and set pieces

cuts and additions to script

repeats, pauses, vocal dynamics and other notations relating to performance

backstage calls and announcements

cues and standbys to performers and technicians

musical score requirements

front-of-house calls.

Prompting may take place:

in ordinary rehearsals

in dress rehearsal

during a technical run through

in the live production/event.

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director

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conductor
musical director
artistic specialist
artists/performers
technical director
technical staff
designers
production manager
choreographers.

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production script
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running sheet.

Production reference documents may include:

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Unit Sector(s)

Not applicable.