



Australian Government

Department of Education, Employment and Workplace Relations

CUFPPM405A Floor manage studio shoots

Revision Number: 1

CUFPPM405A Floor manage studio shoots

Modification History

Not applicable.

Unit Descriptor

Unit descriptor	<p>This unit describes the performance outcomes, skills and knowledge required to coordinate personnel during a studio shoot for screen, media or entertainment productions.</p> <p>Teamwork is a key feature of this role, which involves the supervision of others.</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>In a television context, floor managers apply the skills and knowledge described in this unit. Floor managers are responsible for ensuring that broadcasts run smoothly from the studio floor. They are the link between the director in the control room and the studio floor.</p> <p>Floor managers ensure that sets, props and technical equipment are safe and ready to use and in the right place prior to broadcast. They are also often responsible for audiences being seated in good time.</p> <p>On a studio shoot for a feature film, a first or second assistant director takes on this role.</p> <p>Skills associated with managing locations other than a television studio, are covered in:</p> <ul style="list-style-type: none"> • CUFPPM504A Manage locations for film and media productions.
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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

<p>Elements describe the essential outcomes of a unit of competency.</p>	<p>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.</p>
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Elements and Performance Criteria

ELEMENT	PERFORMANCE CRITERIA
Establish production parameters	<ol style="list-style-type: none"> 1. Confirm and discuss <i>production requirements</i> and schedules that reflect industrial awards and workplace agreements with <i>relevant personnel</i> 2. Provide advice regarding technical, artistic and safety concerns that may affect production schedules
Oversee preparation for productions	<ol style="list-style-type: none"> 3. Identify and rectify <i>potential problems</i> that could affect the smooth running of <i>productions</i> and inform relevant personnel as required 4. Ensure that all <i>pre-production technical checks</i> are completed within required timeframes and make technical adjustments as required 5. Ensure that resources required for the production are available and functional and are in line with design specifications and <i>OHS and public safety legislative requirements</i> 6. Brief cast and crew as required to maintain information flow about production requirements, including changes to production schedules 7. Distribute <i>call sheets</i> to cast and crew in a timely manner 8. Liaise with PR staff about publicity requirements for productions and follow through accordingly 9. Brief all personnel on safety issues and procedures in the event of emergencies during studio shoots 10. Ensure that arrangements are in place for the secure storage of cast and crew valuables during productions
Run productions	<ol style="list-style-type: none"> 11. Oversee movement of physical elements and operation of equipment in line with production schedules and running sheets 12. Direct cast or guests to <i>designated areas</i> according to production requirements 13. If required, seat and <i>brief audiences</i> 14. Give clear <i>instructions, cues</i> and time counts to cast and crew in line with production schedules and running sheets 15. Identify any problems and resolve conflicts with minimum disruption to productions 16. Pass information and progress reports from live events to studio presenters, as required 17. Monitor production and performance elements to ensure

ELEMENT	PERFORMANCE CRITERIA
	consistency, quality and adherence to OHS regulations
Finalise productions	18. Complete production documentation according to organisational procedures 19. Ensure studio is returned to its original or an improved state 20. Ensure that production resources are stored securely and safely for future use 21. Store and dispose of consumable props as necessary 22. Organise repairs to production resources or equipment as required and in line with organisational procedures

Required Skills and Knowledge

Required skills

- well-developed communication, literacy and teamwork skills sufficient to:
 - deliver clear briefings to cast and crew
 - give timely and clear instructions, cues and time counts
 - meet and greet studio guests
 - interact with people from diverse cultural backgrounds
 - liaise with a wide range of production staff
 - complete routine workplace documentation
 - interpret production schedules and running sheets
 - supervise studio floor crew
- technical skills sufficient to:
 - use standard word processing, database and spreadsheet applications
 - communicate effectively in a live production environment using two-way communication equipment
- initiative and flexibility sufficient to:
 - deal efficiently with conflict and unexpected problems during live productions
 - balance conflicting needs when negotiating solutions to production matters
 - manage a range of tasks concurrently
- self-management and planning skills sufficient to:
 - work under pressure and meet deadlines
 - manage work calmly and effectively to achieve goals and results
 - make decisions within own level of responsibility and authority
- well-developed organisational and administrative skills

Required knowledge

- creative elements of productions
- OHS and public safety procedures sufficient to maintain a safe studio production environment
- industry knowledge, including:
 - roles within and structure of the film and television industry
 - role and features of technologies and equipment used to shoot film and television productions
 - industrial awards and workplace agreements in relation to working hours and conditions
 - phases of the production process
- duty of care to colleagues and general public

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>Evidence of the following is essential:</p> <ul style="list-style-type: none"> • effective coordination of all aspects of a production intended for broadcast on more than one occasion • ability to manage a range of tasks simultaneously • knowledge of the roles, responsibilities and chain of command within the relevant media sector • well-developed verbal communication skills • sound knowledge of OHS regulations and procedures in the context of floor managing a studio shoot.
Context of and specific resources for assessment	<p>Assessment must ensure:</p> <ul style="list-style-type: none"> • access to production situations requiring a floor manager • interaction with a cast and crew typically involved in productions intended for broadcast • access to appropriate learning and assessment support when required • use of culturally appropriate processes and techniques appropriate to the language and literacy capacity of learners and the work being performed.
Method of assessment	<p>A range of assessment methods should be used to assess practical skills and knowledge. The following examples are appropriate for this unit:</p> <ul style="list-style-type: none"> • direct questioning combined with review of portfolios of evidence and third-party workplace reports of on-the-job performance • observation of the candidate floor managing a studio shoot to assess candidate's ability to supervise studio floor crew and interact appropriately with talent and other personnel • written or oral questioning to test knowledge as listed in the required skills and knowledge section of this unit.
Guidance information for	<p>Holistic assessment with other units relevant to the industry sector, workplace and job role is recommended,</p>

EVIDENCE GUIDE	
assessment	for example: <ul style="list-style-type: none">• BSBCRT402A Collaborate in a creative process• CUFDRT401A Direct television programs and segments• CUESMT10B Organise and facilitate rehearsals.

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.

<p><i>Production requirements</i> may include:</p>	<ul style="list-style-type: none"> • audio • audio visual • camera • catering • child care • costume • hair and/or wigs • lighting • make-up • props • sets • special effects • transport.
<p><i>Relevant personnel</i> may include:</p>	<ul style="list-style-type: none"> • camera personnel • director • lighting personnel • performers: <ul style="list-style-type: none"> • cast • talent • presenters • contestants • extras • producer • production staff • sound personnel • technical director • technical producer • other technical/specialist staff.
<p><i>Potential problems</i> may include:</p>	<ul style="list-style-type: none"> • equipment failure • inappropriate audience behaviour • no-shows of equipment, performers or crew • poor weather conditions

RANGE STATEMENT	
	<ul style="list-style-type: none"> • punctuality of cast, extras and crew • technical.
<i>Productions</i> may include:	<ul style="list-style-type: none"> • commercials • films • live or pre-recorded television productions, including: <ul style="list-style-type: none"> • music • drama • comedy • variety • sport • news • current affairs • game or quiz shows • forums or special events • music videos.
<i>Pre-production technical checks</i> may include:	<ul style="list-style-type: none"> • camera • communication systems, e.g.: <ul style="list-style-type: none"> • microphones • headphones • lighting • sound.
<i>OHS and public safety legislative requirements</i> may include:	<ul style="list-style-type: none"> • commonwealth, state and territory regulations • relevant local government rules and regulations • relevant national and international standards, guidelines and codes of practice.
Information on <i>call sheets</i> may include:	<ul style="list-style-type: none"> • call times, which may depend on requirements, such as: <ul style="list-style-type: none"> • hot camera time • rehearsal time • reshoot • make-up • wardrobe • cast names and contact telephone numbers • client • crew names and contact telephone numbers • equipment • job • locations

RANGE STATEMENT	
	<ul style="list-style-type: none"> • shooting dates • wet weather contingencies • wrap times.
<i>Designated areas</i> may include:	<ul style="list-style-type: none"> • green room • make-up • special effects • wardrobe.
Content of <i>audience briefings</i> may include:	<ul style="list-style-type: none"> • action or responses required of audience at specific points in the production • emergency procedures • safety requirements • timing of the show • what happens during filming • when the program will be aired.
<i>Instructions and cues</i> may include:	<ul style="list-style-type: none"> • changes to shoot or production schedule • cues may also be: <ul style="list-style-type: none"> • hand signals • visual, e.g. light or torch • verbal • computer-based • instructions from control room to studio floor • stand-bys.

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		