



Australian Government

Department of Education, Employment and Workplace Relations

CUFPPM406A Organise production locations

Revision Number: 1

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Modification History

Not applicable.

Unit Descriptor

Unit descriptor	<p>This unit describes the performance outcomes, skills and knowledge required to identify and organise access to production locations.</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>Personnel responsible for finding suitable production locations apply the skills described in this unit. Productions include film or television shoots, live broadcasts and events, such as concerts, festivals and theatre performances.</p> <p>Typically a director, production designer or production manager provides an outline of the type of location required and is responsible for making the final decision about locations to be used. Based on the outline provided, a production coordinator will then research, assess and organise access to appropriate production locations.</p> <p>More complex skills associated with location managing film or television shoots 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

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
Identify and assess suitable locations for productions	<ol style="list-style-type: none"> 1. Liaise with relevant <i>production staff</i> to identify and confirm <i>production requirements</i>, which include <i>production documentation</i> 2. Conduct site inspections and prepare briefs on prospective <i>locations</i> for <i>presentation</i> to director or other <i>production</i> staff 3. Establish and maintain database of contacts for all nominated and potential locations 4. Develop a production/operational plan to establish required <i>resources</i> for selected locations, including documenting <i>logistical requirements</i> 5. Reach agreement on locations to be used in consultation with relevant production staff
Arrange access to locations	<ol style="list-style-type: none"> 6. Arrange and confirm access to locations with owners or authorities as required 7. Negotiate and conclude contractual agreements necessary to secure locations, in consultation with relevant production staff 8. Maintain and file all records of contracts and agreements in line with organisational procedures 9. Maintain liaison with <i>owners and authorities</i> to ensure integrity of production schedules, creative requirements and location plans 10. Ensure that production staff and members of the public understand <i>conditions</i> associated with use of locations

Required Skills and Knowledge

REQUIRED SKILLS AND KNOWLEDGE

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

Required skills

- well-developed communication and literacy skills sufficient to:
 - undertake contractual and community negotiations about access to locations
 - compile clear written and verbal reports in relation to suitability of locations
- technical skills sufficient to operate standard word processing, spreadsheet and database applications
- initiative and enterprise sufficient to find locations that meet the creative and technical requirements of productions
- self-management skills sufficient to:
 - meet deadlines
 - take personal responsibility at the appropriate level

Required knowledge

- industry knowledge, including:
 - structure of the relevant industry sector
 - roles and responsibilities of personnel
 - issues and challenges that arise when organising locations
- sound understanding of legal and administrative requirements of contracts and agreements in relation to gaining access to locations
- protocols associated with gaining access to cultural, religious or heritage sites
- duty of care to colleagues and general public, especially on location
- OHS and public safety procedures sufficient to carry out productions in a wide range of locations

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"> • preparation of written and verbal information that enables decisions to be made about the suitability of sites • ability to negotiate access to sites with sensitivity and good faith in relation to the rights of owners and authorities • development of contracts.
Context of and specific resources for assessment	<p>Assessment must ensure:</p> <ul style="list-style-type: none"> • opportunities to survey and negotiate access to a range of production locations • 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 • evaluation of location documentation produced by the candidate, including discussion with candidate about the process followed to organise locations • written or oral questioning to test knowledge as listed in the required skills and knowledge section of this unit.
Guidance information for assessment	<p>Holistic assessment with other units relevant to the industry sector, workplace and job role is recommended, for example:</p> <ul style="list-style-type: none"> • CUETEM01C Coordinate production operations • CUETEM03C Establish and manage production requirements and resources.

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.

Production staff may include:

- assistant directors
- assistant location managers
- camera personnel
- cast and performers:
 - presenters
 - announcers
 - contestants
 - extras
 - general public
 - audience
- directors
- emergency services, including:
 - ambulance
 - fire department
 - police, police rescue services
 - security services
- helicopter services
- lighting personnel
- producers
- security personnel
- sound personnel
- technical directors
- technical producers
- trained medical personnel
- unit managers
- writers
- other technical/specialist staff.

Production requirements may include:

- audience
- budget
- capabilities and conditions of location or site
- confidentiality
- content

RANGE STATEMENT	
	<ul style="list-style-type: none"> • contractual • copyright • deadlines • direct quotes • duration • intellectual property • interviews • purpose • schedule • style.
<i>Production documentation</i> may include:	<ul style="list-style-type: none"> • barcodes • budget reports • cast lists • contracts • copyright records • courier booking sheets • crew lists • databases • location photographs and maps • maps and location plans • progress reports • scripts and script revisions • shooting schedules • stock and asset records • telephone and address records • transport order forms • travel booking sheets • visas • work permits • written, including electronic and hard copy.
<i>Locations</i> may include:	<ul style="list-style-type: none"> • aircraft • interior and exterior • ships • studios • theatres • vehicles • virtual.
<i>Presentation</i> may include:	<ul style="list-style-type: none"> • computer-based presentations • emails • photographs

RANGE STATEMENT	
	<ul style="list-style-type: none"> • signage and notices • summary sheets • verbal briefings • written reports.
<i>Productions</i> may include:	<ul style="list-style-type: none"> • animated productions • commercials • documentaries • educational resources • feature films • filmed events or performances • music videos • short films • live broadcasts • television productions of any type.
Location <i>resources</i> may include:	<ul style="list-style-type: none"> • cabling • generators • lights • make-up • sets and set dressings • switchboards • underwater lights • utilities: <ul style="list-style-type: none"> • electricity • gas • water • telephone • wardrobe.
<i>Logistical requirements</i> may include:	<ul style="list-style-type: none"> • access roads and pathways • barricades • hard-wired radio frequency (RF) • intercoms • mobile telephones • parking • signage for public • transmission facilities, including: <ul style="list-style-type: none"> • satellite • microwave links • two-way radios • vehicles:

RANGE STATEMENT	
	<ul style="list-style-type: none"> • company • organisation • hired • private.
<i>Owners and authorities</i> may include:	<ul style="list-style-type: none"> • authority responsible for site or location • emergency services • local, state and federal authority • police • private owner • territorial authority • utility authority or supplier.
<i>Conditions</i> associated with use of locations may include:	<ul style="list-style-type: none"> • condition of return to owner • damage recovery liability • dates • heritage restrictions • indigenous rights or customs specific to site • noise restrictions • payment bond • permission to change elements • times • use of heavy vehicles.

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		