



**Australian Government**

**Department of Education, Employment and Workplace Relations**

# **CUFPPM407A Coordinate continuity**

**Revision Number: 1**

## CUFPPM407A Coordinate continuity

### Modification History

Not applicable.

### Unit Descriptor

<b>Unit descriptor</b>	<p>This unit describes the performance outcomes, skills and knowledge required to provide continuity services in the screen, media and entertainment industry sectors.</p> <p>Managing correct continuity during a production is about ensuring consistency of the characteristics of persons, plot, objects, places and events. Continuity is essential to ensure smooth transitions between shots and scenes, thus facilitating post-production editing.</p> <p>The process of continuity involves tracking details of each shooting session, knowing that many scenes are shot out of sequence. Accuracy in continuity is crucial in preventing costly retakes or revisions after the production phase has been completed.</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

<b>Application of the unit</b>	The role of continuity is carried out usually by a continuity supervisor or script supervisor. This person is the prime liaison between director and editor, but may be answerable to a producer. The person also communicates script changes to cast and crew, including props, make-up and wardrobe. The role is described often as the scribe for a production. A script supervisor takes notes on all details required to recreate the continuity of a particular scene, location or action.
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## Licensing/Regulatory Information

Not applicable.

## Pre-Requisites

<b>Prerequisite units</b>	

## Employability Skills Information

<b>Employability skills</b>	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
Prepare scripts for continuity	<ol style="list-style-type: none"> <li>1. Analyse and break down scripts to determine continuity implications of scenes to be shot</li> <li>2. Collaborate with relevant <i>production staff</i> to determine most efficient shooting sequence</li> <li>3. Prepare relevant <i>continuity documentation</i> to deliver basic <i>continuity information</i> for each scene</li> <li>4. Identify story days and sequence of story within the script and mark against production schedule</li> <li>5. Note continuity information on script, production schedules or in a continuity diary according to organisational or standard industry practices</li> <li>6. Confirm dialogue requirements with relevant production staff to verify purpose and storyline</li> </ol>
Conduct continuity during production phase	<ol style="list-style-type: none"> <li>7. Log information for each <i>action or take</i> on script or in continuity diary</li> <li>8. Produce detailed notes on all elements associated with each scene to enable precise reproduction at a later date if required</li> <li>9. Take photographs of all characters, sets and locations to assist facilitation of continuity</li> <li>10. Time and record duration of all sequences during shoots</li> <li>11. Describe shots in terms of relevant <i>technical information</i> according to organisational requirements</li> <li>12. Provide <i>progress reports</i> to relevant production staff as required and update continuity documentation on an ongoing basis during <i>productions</i></li> </ol>
Advise on continuity during productions	<ol style="list-style-type: none"> <li>13. Advise director of effects of changes to dialogue and other elements and their implications for production schedules and costs</li> <li>14. Communicate approved changes to cast and crew in terms of effects on them either verbally or through relevant continuity documentation</li> <li>15. Liaise with personnel from other departments responsible for <i>specific areas of continuity</i> to ensure that correct continuity for the whole production is maintained</li> <li>16. Advise director of <i>continuity problems</i> according to organisational procedures and offer solutions</li> </ol>

## Required Skills and Knowledge

### REQUIRED SKILLS AND KNOWLEDGE

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

#### Required skills

- communication skills sufficient to:
  - work effectively as a team member advising on continuity issues
  - negotiate changes to shooting sequences with minimum disruption to schedules
- self-management skills sufficient to work under pressure and to deadlines
- analytical and planning skills sufficient to:
  - analyse scripts and production schedules
  - contribute to the planning of shooting schedules
- initiative and enterprise sufficient to anticipate continuity problems and address them in a timely and efficient manner
- literacy skills sufficient to interpret and provide written documentation, e.g. shot lists, labelling and script changes
- numeracy skills sufficient to make and record accurate timing sequences
- technical skills sufficient to operate a stills camera in the context of taking continuity photos

#### Required knowledge

- protocols as they relate to production operations
- continuity conventions, including:
  - direction and line of action
  - crossing the line
  - eyeline
  - types of shots
  - angles
  - position of cameras
  - position of performers
  - script changes
- visualisation and interpretation of creative and technical concepts sufficient to coordinate all aspects of production continuity
- industry knowledge, including:
  - structure of the screen, media and entertainment industry sectors
  - roles and responsibilities of production personnel
  - filmic language and terminology
  - administrative procedures and documentation associated with running a production
  - issues and challenges that arise when coordinating continuity

**REQUIRED SKILLS AND KNOWLEDGE**

- duty of care to colleagues and general public
- OHS and public safety legislation and regulations as they apply to film and television sets and locations

## Evidence Guide

### EVIDENCE GUIDE

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.

#### Overview of assessment

#### Critical aspects for assessment and evidence required to demonstrate competency in this unit

Evidence of the following is essential:

- attention to detail
- ability to document a wide range of information accurately
- ability to work under pressure and work effectively as a team member
- effective organisation of information.

#### Context of and specific resources for assessment

Assessment must ensure:

- practical demonstration of skills through coordinating continuity for at least two productions
- access to productions requiring continuity
- access to scripts for analysis
- access to a range of sets, wardrobe, props and locations on which to practise continuity skills
- 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

A range of assessment methods should be used to assess practical skills and knowledge. The following examples are appropriate for this unit:

- direct questioning combined with review of portfolios of evidence and third-party workplace reports of on-the-job performance
- evaluation of continuity documentation produced by the candidate, including discussion with candidate about the process followed to coordinate continuity
- written or oral questioning to test knowledge as listed in the required skills and knowledge section of this unit.

#### Guidance information for assessment

Holistic assessment with other units relevant to the industry sector, workplace and job role is recommended,

**EVIDENCE GUIDE**

for example:

- BSBCRT402A Collaborate in a creative process
- CUFCOS301A Maintain costume continuity
- CUFMUP402A Maintain make-up and hair continuity.



## 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.

<b><i>Production staff</i></b> may include:	<ul style="list-style-type: none"> <li>• camera operator</li> <li>• director</li> <li>• director of photography</li> <li>• editor</li> <li>• heads of department</li> <li>• lighting personnel</li> <li>• make-up</li> <li>• producer</li> <li>• props</li> <li>• props supervisor</li> <li>• second assistant camera</li> <li>• sound personnel</li> <li>• studio personnel</li> <li>• technical director</li> <li>• wardrobe</li> <li>• wardrobe supervisor.</li> </ul>
<b><i>Continuity documentation</i></b> may include:	<ul style="list-style-type: none"> <li>• checklists</li> <li>• coloured pages for script variations</li> <li>• computer generated</li> <li>• digital images</li> <li>• lined scripts</li> <li>• logging information</li> <li>• make-up and hair plans</li> <li>• manually written</li> <li>• memos of instruction</li> <li>• photos</li> <li>• production schedules</li> <li>• progress reports</li> <li>• props lists</li> <li>• running sheets</li> <li>• shooting scripts.</li> </ul>
<b><i>Continuity information</i></b> may	<ul style="list-style-type: none"> <li>• camera and sound rolls</li> </ul>

<b>RANGE STATEMENT</b>	
include:	<ul style="list-style-type: none"> <li>• comments for review</li> <li>• make-up details: <ul style="list-style-type: none"> <li>• hairstyle</li> <li>• personal appearance of performer</li> <li>• special requirements in action sequences</li> </ul> </li> <li>• number of takes</li> <li>• props details: <ul style="list-style-type: none"> <li>• placement of accessories</li> <li>• performers' use of props</li> <li>• condition of props</li> <li>• special requirements of action sequences</li> </ul> </li> <li>• pyrotechnics and firearms</li> <li>• scene details</li> <li>• script breakdown</li> <li>• slate numbers</li> <li>• sync takes</li> <li>• timings</li> <li>• wardrobe details: <ul style="list-style-type: none"> <li>• costume appearance</li> <li>• costume condition</li> <li>• performer appearance in costume.</li> </ul> </li> </ul>
<b>Action or takes</b> may include:	<ul style="list-style-type: none"> <li>• dialogue details</li> <li>• direction of movements</li> <li>• duration of scenes</li> <li>• duration of takes or shots</li> <li>• number of takes or repeats</li> <li>• positions of main actors</li> <li>• variations to script during production.</li> </ul>
<b>Technical information</b> may include:	<ul style="list-style-type: none"> <li>• ambience of location</li> <li>• camera model</li> <li>• focal length</li> <li>• lighting details</li> <li>• sound details</li> <li>• types of lenses used</li> <li>• weather conditions.</li> </ul>
<b>Progress reports</b> may include:	<ul style="list-style-type: none"> <li>• crew overtime</li> <li>• overall timings</li> <li>• scene timings</li> <li>• scenes shot</li> </ul>

<b>RANGE STATEMENT</b>	
	<ul style="list-style-type: none"> <li>• schedule updates, e.g. incomplete progress</li> <li>• shooting ratios</li> <li>• start and finish times.</li> </ul>
<i><b>Productions</b></i> may include:	<ul style="list-style-type: none"> <li>• animated productions</li> <li>• commercials</li> <li>• documentaries</li> <li>• feature films</li> <li>• interactive media productions</li> <li>• music videos</li> <li>• short films</li> <li>• television productions of any type.</li> </ul>
<i><b>Specific areas of continuity</b></i> may include:	<ul style="list-style-type: none"> <li>• make-up</li> <li>• props</li> <li>• special effects</li> <li>• wardrobe.</li> </ul>
<i><b>Continuity problems</b></i> may include:	<ul style="list-style-type: none"> <li>• issues related to storyline</li> <li>• logic of action</li> <li>• screen direction, e.g. crossing the line</li> <li>• viewer experience and feedback</li> <li>• weather conditions.</li> </ul>

## Unit Sector(s)

<b>Unit sector</b>	
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## Competency field

<b>Competency field</b>	Media and entertainment production - production planning and management
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## Co-requisite units

Co-requisite units		