



Australian Government

CUAPPM401 Contribute to the organisation of productions

Release: 2

CUAPPM401 Contribute to the organisation of productions

Modification History

Release	Comments
Release 2	This version released with CUA Creative Arts and Culture Training Package version 2.0. Updated assessment conditions section. Updated modification history section to reflect changed name of training package.
Release 1	This version first released with CUA Creative Arts and Culture Training Package version 1.0.

Application

This unit describes the performance outcomes, skills and knowledge required to assist with planning, organising and rehearsing productions. People in production assistant roles work with limited supervision and are responsible for the output of others. They work to instructions or plans developed by production personnel, such as directors, stage managers, lighting designers, costume managers and producers.

No licensing, legislative or certification requirements apply to this unit at the time of publication.

Unit Sector

Media and entertainment production – production management

Elements and Performance Criteria

Elements	Performance Criteria
<i>Elements describe the essential outcomes.</i>	<i>Performance criteria describe the performance needed to demonstrate achievement of the element.</i>
1. Contribute to the planning of productions	1.1 Confirm with relevant personnel own creative planning and other roles and responsibilities related to productions 1.2 Follow performance-planning instructions and preparations as advised by relevant personnel 1.3 Complete responsibilities within required timeframes
2 Assist with running technical and creative	2.1 Coordinate performers effectively according to requirements 2.2 Give clear, audible and correctly sequenced instructions to

dress rehearsals	performers 2.3 Work effectively with members of production teams, following health and safety procedures at all times
3. Assist with productions	3.1 Make sure that performers know when to arrive at venues to meet performance requirements 3.2 Carry out own roles and responsibilities in line with advice from stage manager and other relevant personnel 3.3 Carry out post-production or bump-out responsibilities according to instructions from relevant personnel 3.4 Use feedback from relevant personnel to identify areas of own organisational practice that could be improved

Foundation Skills

This section describes language, literacy, numeracy and employment skills incorporated in the performance criteria that are required for competent performance.

Skill	Performance Criteria	Description
Learning	3.4	Analyses feedback, reflects on performance, and identifies ways to develop performance
Reading	1.1, 1.2	Obtains information from a range of written sources
Oral communication	1.1, 1.2, 2.1, 2.2, 2.3, 3.1, 3.3, 3.4	- Obtains information by listening and questioning - Uses clear language to contribute information and express requirements
Navigate the world of work	1.1, 1.2, 1.3, 2.1, 3.1, 3.2, 3.3	- Takes responsibility for meeting health and safety requirements within scope of own role - Applies organisational procedures and meets expectations associated with own role - Manages time efficiently
Interact with others	1.1, 1.2, 2.1, 2.2, 2.3, 3.1, 3.3, 3.4	- Takes responsibility for meeting commitments to others - Collaborates with creative and technical personnel to achieve joint outcomes
Get the work done	1.1, 1.2, 1.3, 2.1, 2.2, 2.3, 3.1, 3.2, 3.3	Plans and undertakes all production assistant tasks for performances in a logical sequence

Unit Mapping Information

Code and title current version	Code and title previous version	Comments	Equivalence status
CUAPPM401 Contribute to the organisation of productions (Release 2)	CUAPPM401 Contribute to the organisation of productions (Release 1)	Updated assessment conditions section. Updated modification history section to reflect changed name of training package.	Equivalent unit

Links

Companion Volume implementation guides are found in VETNet -

<https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=1db201d9-4006-4430-839f-382ef6b803d5>

Assessment Requirements for CUAPPM401 Contribute to the organisation of productions

Modification History

Release	Comments
Release 2	This version released with CUA Creative Arts and Culture Training Package version 2.0. Updated assessment conditions section. Updated modification history section to reflect changed name of training package.
Release 1	This version first released with CUA Creative Arts and Culture Training Package version 1.0.

Performance Evidence

Evidence of the ability to:

- contribute to the artistic and technical planning of productions by participating in production and creative planning meetings
- assist with the running of technical and creative dress rehearsals and performances
- follow safety policy and procedures
- work collaboratively
- contribute to post-production activities.

Note: If a specific volume or frequency is not stated, then evidence must be provided for each of the above points at least once.

Knowledge Evidence

To complete the unit requirements the individual must:

- demonstrate well-developed knowledge of:
 - key aspects of the creative and technical production process for different types of live performance productions
 - production and staging terminology
 - common theatre conventions
- describe issues and challenges that arise when preparing for rehearsals and performances and suggest solutions to address them
- within the context of work health and safety practices during productions, demonstrate knowledge of:
 - common law duty of care requirements

- hearing protection and safe lifting practices to be used
- strategies to assist with performance anxiety.

Assessment Conditions

Assessment must be conducted in a safe environment where evidence gathered demonstrates consistent performance of typical activities experienced in creative arts industry environments. The assessment environment must include access to:

- relevant resources and equipment
- opportunities for rehearsals and performances in real or simulated situations.

Assessors of this unit must satisfy the requirements for assessors in applicable vocational educational and training legislation, frameworks and/or standards.

Links

Companion Volume implementation guides are found in VETNet -

<https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=1db201d9-4006-4430-839f-382ef6b803d5>