



Australian Government

CUAPPM403 Coordinate touring arrangements

Release: 2

CUAPPM403 Coordinate touring arrangements

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 plan and coordinate arrangements for touring productions.

Individuals who apply these skills work autonomously in a team environment as they take responsibility for ensuring that tours run smoothly. They may also be responsible for supervising others.

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. Plan tour requirements	1.1 Review tour schedule and other production documentation to identify own area of responsibility 1.2 Review tour destination information to identify issues that need to be addressed in planning 1.3 In consultation with relevant personnel, agree on tour requirements and financial procedures and finalise plans according to legal requirements and regulations

	1.4 Create accurate documentation on touring requirements to allow for easy interpretation by others
2. Implement touring plans	2.1 Organise workflow for self and others to meet touring requirements 2.2 Advise colleagues of variations to plans as required and ensure availability of physical and financial resources 2.3 Monitor touring requirements according to timelines, budget and quality requirements 2.4 Update documentation to reflect production variations and distribute to relevant personnel 2.5 Provide touring personnel with accurate and current information in relation to local regulations and procedures
3. Troubleshoot problems during tours	3.1 Identify and respond to problems promptly 3.2 Initiate short-term action to resolve immediate problems 3.3 Analyse problems for long-term impact and action potential solutions 3.4 Present a positive image of the organisation and its contracted suppliers at all times 3.5 Take follow-up action to monitor the effectiveness of chosen solutions

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
Reading	1.1, 1.2	Interprets production documentation in relation to own duties
Writing	1.4, 2.4	Prepares and updates touring documentation
Oral communication	1.3, 2.2, 2.5, 3.4	- Obtains information by listening and questioning - Discusses ideas and solutions - Uses clear language to contribute information and express requirements
Navigate the world of	1.1, 1.3, 2.1,	Takes responsibility for decisions about when and how to complete tasks and

work	2.2, 2.3, 2.4, 2.5, 3.4	coordinate with others • Undertakes tasks in line with own level of responsibility • Takes responsibility for meeting legal requirements in coordinating touring arrangements within scope of own role • Applies organisational procedures and meets expectations associated with own role • Manages time efficiently
Interact with others	1.3, 2.2, 2.5, 3.4	• Builds rapport in order to establish effective work relationships • Meets commitments to others • Projects a professional image when representing the organisation
Get the work done	1.1, 1.2, 1.3, 1.4, 2.1, 2.2, 2.3, 2.4, 2.5, 3.1, 3.2, 3.3, 3.4, 3.5	• Adopts a methodical and logical approach to coordinating touring arrangements and managing workflow • Monitors impact of workload on work outcomes • Recognises and takes responsibility for addressing predictable, and some less predictable, problems that could disrupt operations • Distributes information electronically • Uses standard word processing and spreadsheet applications to prepare workplace documentation

Unit Mapping Information

Code and title current version	Code and title previous version	Comments	Equivalence status
CUAPPM403 Coordinate touring arrangements (Release 2)	CUAPPM403 Coordinate touring arrangements (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.education.gov.au/Pages/TrainingDocs.aspx?q=1db201d9-4006-4430-839f-382ef6b803d5>