



Australian Government

CUAPPM406 Coordinate film and media production services and resources

Release: 1

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Modification History

Release	Comments
Release 1	This version first released with CUA Creative Arts and Culture Training Package version 2.0.

Application

This unit describes the skills and knowledge required to coordinate administrative and resource requirements prior to and during productions including dramas, documentaries, and television or radio coverage of live concerts and events, theatre productions and festivals.

It applies to individuals who work as production coordinators, unit managers and first assistant directors in supervising a team and reporting to a production manager, or a director or producer.

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

Unit Sector

Media and Entertainment Production – Production Planning and Management

Elements and Performance Criteria

ELEMENT	PERFORMANCE CRITERIA
<i>Elements describe the essential outcomes.</i>	<i>Performance criteria describe the performance needed to demonstrate achievement of the element.</i>
1. Coordinate administrative requirements for production	1.1 Confirm required resources in consultation with relevant production staff 1.2 Assess required production resources against allocated budgets, and recommend any necessary adjustments to either to relevant production staff 1.3 Prepare, update and distribute production documentation in line with organisational procedures 1.4 Advise suppliers of changes to requirements according to agreed procedures

ELEMENT	PERFORMANCE CRITERIA
	1.5 Prepare and coordinate travel and accommodation arrangements for production staff 1.6 Prepare briefing materials for written and verbal communications to production staff 1.7 Maintain production progress reports and records, and monitor production budgets, including resource documentation 1.8 Coordinate transport of resources and personnel as required, and according to location and location services available
2. Organise production resources	2.1 Research and identify appropriate new and existing sources of supply for required resources 2.2 Negotiate costs to achieve optimum budget outcomes 2.3 Procure production resources in a timely manner, including organising agreements with suppliers and providers, and seeking expert assistance as required 2.4 Identify and source alternative resources, in consultation with relevant personnel, should preferred resources be unavailable 2.5 Book resources, as required, to meet production brief and budget, and according to organisational procedures
3. Coordinate resources and services during production	3.1 Prepare and distribute daily production documentation to relevant production staff 3.2 Check supply and condition of resources regularly, with relevant production staff, and maintain sufficient supply of resources to meet production requirements, budget and schedule 3.3 Manage efficient and safe distribution and storage of resources throughout production 3.4 Communicate changes to resource availability and production documentation promptly
4. Finalise production services	4.1 Assist with finalising outstanding accounts with suppliers 4.2 Prepare documentation at conclusion of production in line with organisational procedures 4.3 Ensure files and records are stored safely and in a suitable format 4.4 Return hired facilities, place valuable props and consumables in secure storage, and dispose of unneeded materials according to organisational procedures 4.5 Leave worksite in original or improved condition, ensuring no adverse impact on site 4.6 Evaluate own role in provision of production services and note

ELEMENT	PERFORMANCE CRITERIA
	areas for improvement

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	1.2-1.4, 2.4, 4.2	Interprets information in a variety of forms and uses it to coordinate supply or resources and services during production
Writing	1.3, 1.6, 1.7, 3.1, 3.4, 4.2	Develops material for a specific audience and purpose using clear, specific and industry-related language to convey explicit resource and service requirements
Oral Communication	1.1, 1.6, 3.2	- Uses listening and questioning skills to determine required resources with key others - Participates in a verbal exchange of information, using appropriate, industry-specific and clear language
Numeracy	1.7, 2.2, 2.5, 3.2	- Calculates with whole numbers and routine fractions, decimals or percentages to manage resource selection and procurement in line with established budgets and negotiated prices - Interprets cost estimates
Navigate the world of work	1.3, 1.4, 2.5, 4.2-4.4, 4.6	- Understands scope of own role and associated responsibilities, and the need to coordinate with others - Takes responsibility for meeting organisational requirements within established budget and deadlines when planning and organising production resources and services - Complies with organisational procedures and expectations - Participates in self-evaluation process and identifies future improvements
Interact with others	1.1-1.3, 1.4, 1.6, 2.3, 2.4, 3.1, 3.4, 4.1	- Collaborates with production personnel to achieve joint outcomes - Provides assistance and information to others to achieve required supply outcomes - Selects and uses appropriate communication methods and practices to update others

Get the work done	1.3-1.5, 1.8, 2.2-2.5, 3.2, 3.3, 4.1, 4.4, 4.5	- Plans and organises procurement in a logical and systematic method ensuring correct procedures are followed and work tasks are prioritised - Prepares schedule of required resources and services and monitors their supply and handling for compliance and suitability - Uses digital applications to coordinate production services
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Unit Mapping Information

Code and title current version	Code and title previous version	Comments	Equivalence status
CUAPPM406 Coordinate film and media production services and resources	CUFPPM403A Coordinate film and media production services and resources	Updated to meet Standards for Training Packages. Minor edits to elements and performance criteria.	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 CUAPPM406 Coordinate film and media production services and resources

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Performance Evidence

Evidence of the ability to:

- source and negotiate the acquisition of production resources and services in line with production requirements and budget, organisational procedures and protocols
- manage and monitor concurrent supply and use of resources and services for productions within deadlines and in consultation with relevant production staff
- coordinate the activities required to support an effective, efficient and timely supply of production resources and services
- organise appropriate documentation relevant to production needs and schedules.

Note: If a specific volume or frequency is not stated, then evidence must be provided at least once.

Knowledge Evidence

To complete the unit requirements safely and effectively, the individual must:

- discuss key features and purpose of different documentation to be prepared and completed when coordinating supply of resources and services for productions
- outline services that may need to be considered for off-site locations
- describe sources of supply for production resources and services, and typical industry procedures for supplier agreements and booking production resources and services
- outline administrative, public safety, and work health and safety (WHS) procedures that must be followed to run a cost-effective procurement team safely and efficiently
- identify typical problems and the main challenges of coordinating production services, and briefly describe solutions
- describe typical procedures involved at the completion of production.

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:

- production schedules or other source material
- office procedures, protocols and documentation relating to managing and monitoring resource acquisition for multiple productions
- interaction with others to support a collaborative approach to sourcing and supplying production resources and services.

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

Links

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