



Australian Government

CUAPPM408 Floor manage studio shoots

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 personnel during a studio shoot for screen, media or entertainment productions.

It applies to individuals who act as the link between the control room and the studio floor. They ensure sets, props and technical equipment are safe, ready to use and in the right place prior to broadcast, and are often responsible for audiences being seated promptly.

No licensing, legislative 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. Establish production parameters	1.1 Confirm and discuss production requirements and schedules that reflect industrial awards and workplace agreements with relevant personnel 1.2 Provide advice regarding technical, artistic and safety concerns that may affect production schedules
2. Oversee preparation for productions	2.1 Identify and rectify potential problems that could affect the smooth running of production, and inform relevant personnel as required 2.2 Ensure pre-production technical checks are completed within required timeframes and make technical adjustments as required 2.3 Confirm resources required for the production are available and

ELEMENT	PERFORMANCE CRITERIA
	functional, are in line with design specifications, and meet safety and other legislative requirements 2.4 Brief cast and crew as required about production requirements, including changes to production schedules 2.5 Distribute call sheets to cast and crew promptly 2.6 Liaise with public relations (PR) staff about publicity requirements for productions 2.7 Brief required personnel on safety issues and procedures in the event of emergencies during studio shoots 2.8 Check arrangements are in place for the secure storage of the cast and crew's valuables during productions
3. Run productions	3.1 Oversee movement of physical elements and operation of equipment in line with production schedules and running sheets 3.2 Direct cast or guests to designated areas according to production requirements 3.3 Seat and brief audiences, if required 3.4 Give clear instructions, cues and time counts to cast and crew in line with production schedules and running sheets 3.5 Identify problems and resolve conflicts with minimum disruption to productions 3.6 Convey information and progress reports from live events to studio presenters, as required 3.7 Monitor production and performance elements for consistency, quality and adherence to work health and safety (WHS) regulations
4. Finalise productions	4.1 Complete production documentation according to organisational procedures and within required timeframes 4.2 Ensure studio is returned to its original or an improved condition 4.3 Ensure production resources are stored securely and safely for future use 4.4 Store and dispose of consumable props as necessary 4.5 Organise repairs to production resources or equipment as required and in line with organisational procedures

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, 3.2, 3.4	- Interprets sometimes complex legislative and safety regulations, awards and agreements for their application to work - Reads information of relevance in a range of production and equipment schedules and running sheets to determine and plan requirements
Writing	4.1	Uses clear and specialised language, specific terminology and appropriate structure and format to accurately, legibly and concisely complete and update workplace documentation according to organisational procedures
Oral Communication	1.1, 1.2, 3.2-3.4	- Uses clear and relevant language to express requirements, provide clear verbal and non-verbal cues, and brief colleagues on a range of production-related matters - Participates in an exchange of information, ideas and solutions, listening and questioning to seek information and confirm understanding
Navigate the world of work	1.1, 2.3, 2.4, 2.7, 3.2, 3.7	- Understands role and associated responsibilities for safe and smooth operation on the studio floor - Assists in maintaining production schedules and managing contingencies in accordance with organisational requirements - Takes personal responsibility for legal and regulatory safety requirements within scope of own role
Interact with others	1.1, 1.2, 2.1, 2.4, 2.6, 2.7, 3.2, 3.4, 3.5	- Recognises importance of establishing rapport to build effective working relationships with individuals and groups - Collaborates with others to achieve joint outcomes, playing an active role in negotiation and provision of information
Get the work done	2.1-2.3, 2.5, 2.8, 3.1, 3.4, 3.7, 4.2-4.5	- Plans and sequences own workload, monitors work activities of others, and manages relevant communication - Makes routine decisions in familiar situations and uses initiative to take action to minimise potential problems that could disrupt productions - Organises storage and repair of studio equipment and

		resources according to requirements • Uses appropriate technology and mobile communication devices to communicate effectively in a production environment
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Unit Mapping Information

Code and title current version	Code and title previous version	Comments	Equivalence status
CUAPPM408 Floor manage studio shoots	CUFPPM405A Floor manage studio shoots	Updated to meet Standards for Training Packages. Minor edits to performance criteria.	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>