



Australian Government

CUAPPM409 Organise production locations

Release: 1

CUAPPM409 Organise production locations

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 identify and organise access to production locations for film or television shoots, live broadcasts and events, festivals and theatre performances.

It applies to individuals who, based on an outline provided, research locations, assess suitability, and organise access. The final decision, as to the location to be used, is made by a director, production designer or production manager.

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. Identify, assess and select suitable locations for productions	1.1 Liaise with relevant production staff, review relevant production documentation and confirm production requirements relevant to choice of location 1.2 Identify and inspect potential sites that meet creative and technical requirements and production budget 1.3 Prepare briefs on prospective locations for presentation to director or other production staff 1.4 Establish and maintain database of contacts for suitable potential locations 1.5 Develop a production or operational plan and identify required

ELEMENT	PERFORMANCE CRITERIA
	resources and logistical requirements for potential locations 1.6 Consult with relevant personnel to reach agreement on locations to be used
2. Arrange access to locations	2.1 Negotiate and conclude contractual agreements, permits or licenses necessary to secure locations in consultation with owners, authorities and relevant production staff 2.2 Maintain liaison with owners and authorities to ensure integrity of production schedules, creative requirements, location plans and any protocols associated with cultural, religious or heritage sites 2.3 Communicate conditions and safety requirements associated with use of locations to production staff and relevant members of the public 2.4 Maintain and file records of contracts and agreements 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, 1.2, 2.4	Interprets information in production documentation to establish site requirements
Writing	1.3-1.5, 2.3	- Prepares detailed location information in suitable language and formats for planning and presentation purposes - Develops and maintains accurate workplace records
Oral Communication	1.1, 1.6, 2.1, 2.3	- Participates in a verbal exchange of ideas and solutions, and uses appropriate, detailed and clear language to address key people, contribute information and express requirements - Uses listening and questioning skills to develop and discuss ideas for site options with key others
Navigate the world of work	2.1-2.4	- Meets expectations associated with own role and accepts responsibility for coordination with others to negotiate production locations and agreements - Maintains contracts and agreements according to organisational procedures

Interact with others	1.1, 1.6, 2.1, 2.3	- Selects and uses appropriate communication methods and practices when consulting with colleagues, location owners and authorities - Collaborates and negotiates with others to achieve agreements
Get the work done	1.2, 1.4, 1.5, 2.1, 2.2, 2.4	- Plans and organises tasks and workload with an awareness of how they contribute to production outcomes - Analyses production requirements to inform location searches and choices - Plans resources and identifies logistical requirements for selected locations, and manages required communication

Unit Mapping Information

Code and title current version	Code and title previous version	Comments	Equivalence status
CUAPPM409 Organise production locations	CUFPPM406A Organise production locations	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 CUAPPM409 Organise production locations

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Performance Evidence

Evidence of the ability to:

- identify location options that are responsive to requirements of key personnel
- research location, dimensions, characteristics, constraints and requirements of each potential site within required timeframe
- prepare written and verbal location reports to enable decisions to be made about suitability of sites
- negotiate with relevant parties to gain access to sites in line with the rights of owners and authorities and organisational procedures
- undertake contractual negotiations to enable access to locations in a timely manner, within scope of own role and in consultation with relevant production staff
- document procedures and information regarding selected production locations using established formats and in line with required procedures.

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:

- describe roles and responsibilities of director, production designer or production manager, and their relationship to the work of assistant sourcing the production's location
- explain methodology used to identify and gain access to suitable potential sites, including site's consistency with creative and technical requirements, and satisfying legal and administrative requirements of contracts and agreements
- identify typical problems and the main challenges of sourcing and organising locations for a production
- outline protocols associated with gaining access to cultural, religious or heritage sites

- outline work health and safety (WHS) requirements and procedures associated with different types of sites.

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:

- opportunities to survey and negotiate access to a range of production locations
- production documents and requirements
- standard location agreements and contracts.

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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