



**Australian Government**

# **CUAPPM410 Coordinate continuity**

**Release: 1**

## CUAPPM410 Coordinate continuity

### 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 manage consistency of characteristics of persons, plots, objects, places and events between shots and scenes in a production, thus facilitating post-production editing.

It applies to individuals who track details of each shooting session and communicate script changes to cast and crew, including information on props, make-up and wardrobe. The notes involved in this work contain details required to recreate continuity of a particular scene, location or action, irrespective of shooting sequence.

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. Prepare scripts for continuity                | 1.1 Source production documentation with details of scenes to be shot<br>1.2 Analyse and break down scripts and production schedules to determine continuity implications of scenes to be shot<br>1.3 Collaborate with relevant production staff to determine most efficient shooting sequence<br>1.4 Prepare continuity documentation to deliver basic continuity information for each scene<br>1.5 Identify story days and sequence of story within the script and |

| ELEMENT                                       | PERFORMANCE CRITERIA                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |
|-----------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
|                                               | <p>mark against production schedule</p> <p>1.6 Note continuity information on script, production schedules or in a continuity diary according to organisational or standard industry practices</p> <p>1.7 Confirm dialogue requirements with relevant production staff to verify purpose and storyline</p>                                                                                                                                                                                                                                                                                                                                                                                            |
| 2. Conduct continuity during production phase | <p>2.1 Log information for each action, or take, on script or in continuity diary</p> <p>2.2 Produce detailed notes on all elements associated with each scene to enable precise reproduction at a later date if required</p> <p>2.3 Take photographs of all characters, sets and locations to assist facilitation of continuity</p> <p>2.4 Time and record duration of all sequences during shoots</p> <p>2.5 Describe shots in terms of relevant technical information according to organisational requirements</p> <p>2.6 Provide progress reports to relevant production staff as required and in a timely manner, and update continuity documentation on an ongoing basis during productions</p> |
| 3. Advise on continuity during productions    | <p>3.1 Recognise implications for production schedules and costs of changes to dialogue and other elements, and promptly inform director</p> <p>3.2 Communicate approved changes to cast and crew promptly, either verbally or through relevant continuity documentation</p> <p>3.3 Liaise with personnel from other departments responsible for specific areas of continuity to ensure continuity for the whole production is maintained</p> <p>3.4 Report to director, according to organisational procedures, identified continuity problems and suggest ways to resolve</p>                                                                                                                       |

## 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, 1.5, 3.4                     | <ul style="list-style-type: none"> <li>Reads information of relevance in documentation to determine and plan continuity documentation and required procedures</li> </ul>                                                                                                                                                                                                                                                 |
| Writing                    | 1.4, 1.5, 1.6, 2.1, 2.2, 2.4-2.6  | <ul style="list-style-type: none"> <li>Organises and updates detailed continuity information using formats, terminology and conventions specific to industry</li> <li>Accurately and legibly records detailed notes for each scene during production</li> </ul>                                                                                                                                                          |
| Oral Communication         | 1.3, 1.7, 2.6, 3.1, 3.2, 3.3, 3.4 | <ul style="list-style-type: none"> <li>Participates in a verbal exchange of ideas and solutions regarding production and continuity requirements, using appropriate, industry-specific and clear language</li> <li>Contributes information and express requirements with key others, using listening and questioning skills to confirm understanding</li> </ul>                                                          |
| Numeracy                   | 2.4, 3.1                          | <ul style="list-style-type: none"> <li>Calculates with whole numbers and routine fractions, decimals or percentages, to produce continuity documentation that reflects accurate timing sequences and production time requirements</li> <li>Calculates costs, compares information with available production budget, and identifies cost differences</li> </ul>                                                           |
| Navigate the world of work | 1.6, 2.5, 3.4                     | <ul style="list-style-type: none"> <li>Understands how own role meshes with others</li> <li>Follows organisational procedures and requirements and industry standards in planning and completing continuity work</li> </ul>                                                                                                                                                                                              |
| Interact with others       | 1.3, 1.7, 2.6, 3.1-3.4            | <ul style="list-style-type: none"> <li>Collaborates and cooperates with production team members to achieve understanding and joint outcomes</li> <li>Provides advice, information and support to others to maintain consistency and continuity throughout production stages</li> </ul>                                                                                                                                   |
| Get the work done          | 1.2, 1.3, 1.5, 2.3, 2.4, 3.3, 3.4 | <ul style="list-style-type: none"> <li>Adopts a methodical and logical approach to planning and management of continuity tasks</li> <li>Gathers and analyses all relevant information, including by using a stills camera to take continuity photos, and makes continuity decisions cooperatively with others</li> <li>Recognises potential scheduling problems that affect continuity and provides solutions</li> </ul> |

## Unit Mapping Information

| Code and title<br>current version | Code and title<br>previous version | Comments | Equivalence status |
|-----------------------------------|------------------------------------|----------|--------------------|
|-----------------------------------|------------------------------------|----------|--------------------|

| <b>Code and title<br/>current version</b> | <b>Code and title<br/>previous version</b> | <b>Comments</b>                                                                                   | <b>Equivalence status</b> |
|-------------------------------------------|--------------------------------------------|---------------------------------------------------------------------------------------------------|---------------------------|
| CUAPPM410<br>Coordinate<br>continuity     | CUFPPM407A<br>Coordinate continuity        | Updated to meet<br>Standards for<br>Training Packages.<br>Minor edits to<br>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 CUAPPM410 Coordinate continuity

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### Performance Evidence

Evidence of the ability to:

- develop, organise and document detailed continuity information to support the integrity and efficiency of a production
- identify continuity problems and implications for props, make-up and wardrobe, and address promptly
- maintain a continuity diary and other workplace documentation using appropriate industry terminology.

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:

- outline the role of continuity work within a screen, media or entertainment production
- describe the role and responsibilities of a continuity supervisor or script supervisor and their relationship to key members of the production team
- explain relevant protocols and procedures that apply to continuity work in a screen, media or entertainment production
- explain how the following continuity conventions are used to support a successful production outcome:
  - direction and line of action
  - crossing the line
  - eyeline
  - types of shots
  - angles
  - position of cameras
  - position of performers

- script changes
- explain methods used to visualise and interpret creative and technical concepts required to coordinate all aspects of production continuity
- identify typical problems and the main challenges of production continuity work, and briefly describe solutions
- identify documentation associated with running a production used to inform continuity work.

## 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:

- productions requiring continuity
- scripts for analysis
- a range of sets, wardrobe, props and locations.

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

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