



Australian Government

Assessment Requirements for CUAPPM416 Coordinate media production services and resources

Release: 1

Assessment Requirements for CUAPPM416 Coordinate media production services and resources

Modification History

Release	Comments
Release 1	This version first released with CUA Creative Arts and Culture Training Package Version 5.0.

Performance Evidence

The candidate must demonstrate the ability to complete the tasks outlined in the elements, performance criteria and foundation skills of this unit, including evidence of the ability to:

- coordinate media production services and resources for at least one production.

In the course of the above, the candidate must:

- respond to production requirements within allocated budgets
- source and negotiate acquisition of production resources and services according to production requirements, budget and organisational procedures
- organise and conclude contractual agreements required for production
- liaise with required personnel and adhere to protocols associated with cultural, religious or heritage production resources or locations
- manage and monitor supply and use of resources and services for productions within deadlines and in consultation with required personnel
- coordinate activities required for supply of production resources and services according to production requirements
- organise documentation required for production needs and schedules.

Knowledge Evidence

The candidate must be able to demonstrate knowledge to complete the tasks outlined in the elements, performance criteria and foundation skills of this unit, including knowledge of:

- common production requirements for coordinating media production services and resources including:
 - project outcomes
 - resource and other required documentation
 - budget outcomes
 - schedules and timelines
 - contractual agreements

- safety and efficiency standards
- key features and purposes of different documentation used to coordinate the supply of resources and services for productions
- services that may need to be considered for off-site locations
- sources of supply for production resources and services
- typical industry procedures for supplier agreements and booking production resources and services
- protocols associated with cultural, religious or heritage production resources and locations
- administrative, public safety, and work health and safety (WHS) procedures that must be followed when coordinating media production services and resources
- organisational procedures for organising production documentation and resources
- typical problems and challenges of coordinating production services, and common solutions
- strategies to evaluate own role in production services for future improvement
- typical procedures involved at completion of production.

Assessment Conditions

Skills in this unit must be demonstrated in a workplace or simulated environment where the conditions are typical of those in a working environment in this industry.

This includes access to:

- production schedules
- office procedures, protocols, technology and documentation relating to managing and monitoring resource acquisition for productions
- sources of supply for production resources and services
- interaction with others required to demonstrate the performance evidence.

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

Links

Companion Volume Implementation Guide is found on VETNet -

<https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=1db201d9-4006-4430-839f-382ef6b803d5>