



**Australian Government**

# **CUAPPM420 Coordinate continuity in productions**

**Release: 1**

## CUAPPM420 Coordinate continuity in productions

### Modification History

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

### Application

This unit describes the skills and knowledge required to conduct and manage continuity and consistency of characteristics of persons, plots, objects, places and events between shots and scenes in a production, thus facilitating post-production editing.

The unit applies to those who track details of each shooting session and communicate script changes to cast and crew, including information on props, make-up and wardrobe. The documentation involved in this work contains 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                | <ul style="list-style-type: none"><li>1.1 Confirm production requirements for scenes to be shot with reference to production documentation</li><li>1.2 Analyse and break down scripts and production schedules and determine continuity implications of scenes to be shot</li><li>1.3 Determine shooting sequences that meet production requirements in collaboration with required personnel</li><li>1.4 Prepare continuity documentation according to production requirements</li><li>1.5 Identify story days and sequence of story within script and mark against production schedule</li><li>1.6 Note continuity information on script, production schedules or in</li></ul> |

| ELEMENT                                       | PERFORMANCE CRITERIA                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |
|-----------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
|                                               | <p>continuity documentation according to organisational or industry-standard practices</p> <p>1.7 Confirm dialogue requirements and verify purpose and storyline in discussion with required personnel</p>                                                                                                                                                                                                                                                                                                                                                                                                               |
| 2. Conduct continuity during production phase | <p>2.1 Log information for each action, or take, on script or in continuity documentation</p> <p>2.2 Produce detailed notes on all elements associated with each scene according to production requirements</p> <p>2.3 Take photographs of all characters, sets and locations according to production requirements</p> <p>2.4 Time and record duration of sequences during shoots according to production requirements</p> <p>2.5 Describe technical information of shots according to production requirements</p> <p>2.6 Provide progress reports to required production staff according to production requirements</p> |
| 3. Advise on continuity during productions    | <p>3.1 Identify implications of changes to dialogue and other elements and inform director of impact on production schedules and costs as required</p> <p>3.2 Communicate approved changes to cast and crew according to production requirements</p> <p>3.3 Liaise with personnel from other departments responsible for specific areas of continuity and ensure continuity for whole production is maintained</p> <p>3.4 Report identified continuity problems to director and discuss resolutions according to production requirements</p>                                                                             |

## Foundation Skills

*This section describes those language, literacy, numeracy and employment skills that are essential to performance but not explicit in the performance criteria.*

| SKILL              | DESCRIPTION                                                                                                                                                                                                                                     |
|--------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Numeracy           | <ul style="list-style-type: none"> <li>Calculates with whole numbers and routine fractions, decimals or percentages</li> <li>Calculates costs, compares information with available production budget and identifies cost differences</li> </ul> |
| Oral communication | <ul style="list-style-type: none"> <li>Participates in verbal exchanges of ideas and solutions regarding production and continuity requirements using appropriate, industry-specific and clear language</li> </ul>                              |

| SKILL                     | DESCRIPTION                                                                                                                                                                                                                                     |
|---------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
|                           | <ul style="list-style-type: none"><li>• Contributes information, confirms understanding and expresses requirements with others using listening and questioning skills</li></ul>                                                                 |
| Reading                   | <ul style="list-style-type: none"><li>• Reads and identifies required information in documentation</li></ul>                                                                                                                                    |
| Writing                   | <ul style="list-style-type: none"><li>• Organises and updates detailed continuity information using formats, terminology and conventions specific to industry</li></ul>                                                                         |
| Initiative and enterprise | <ul style="list-style-type: none"><li>• Gathers and analyses required information and makes continuity decisions cooperatively with others</li></ul>                                                                                            |
| Planning and organising   | <ul style="list-style-type: none"><li>• Adopts a methodical and logical approach to planning and management of continuity tasks</li></ul>                                                                                                       |
| Problem solving           | <ul style="list-style-type: none"><li>• Recognises potential scheduling problems that affect continuity and provides solutions</li></ul>                                                                                                        |
| Self-management           | <ul style="list-style-type: none"><li>• Meets requirements of own role and associated responsibilities</li><li>• Follows organisational procedures and requirements and industry standards in planning and completing continuity work</li></ul> |
| Teamwork                  | <ul style="list-style-type: none"><li>• Collaborates and cooperates with production team members</li><li>• Provides advice, information and support to others during production</li></ul>                                                       |

## Unit Mapping Information

Supersedes and is equivalent to CUAPPM410 Coordinate continuity.

## Links

Companion Volume Implementation Guide is found on VETNet -

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

## Assessment Requirements for CUAPPM420 Coordinate continuity in productions

### Modification History

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### 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 continuity for at least two different productions.

In the course of the above, the candidate must:

- develop, organise and document detailed continuity information according to production requirements
- identify continuity problems and implications and address them according to production requirements
- maintain continuity documentation using appropriate industry terminology
- advise required personnel of continuity issues.

### 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 continuity including:
  - timelines
  - frequency of updating continuity documentation
  - reproduction requirements
  - technical and creative criteria
- role of continuity work within a screen, media or entertainment production
- role and responsibilities of a continuity supervisor or script supervisor and their relationship to key members of the production team
- required terminology, protocols and procedures that apply to continuity work in a screen, media or entertainment production
- ways 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
- methods used to visualise and interpret creative and technical concepts required to coordinate all aspects of production continuity
- typical problems and challenges of production continuity work and common solutions
- documentation associated with running a production used to inform continuity work.

## 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:

- productions requiring continuity
- interaction with others required to demonstrate the performance evidence
- scripts for analysis
- different 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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