



Australian Government

CUAPPM421 Contribute to organising productions

Release: 1

CUAPPM421 Contribute to organising 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 assist with planning, organising and rehearsing productions. It involves confirming roles with required personnel, assisting the running of dress rehearsals, and assisting with production operations.

The unit applies to those who work in assistant roles with limited supervision and who may be responsible for the output of others. They work to instructions or plans developed by production personnel, such as directors, stage managers, lighting designers, costume managers and producers.

No licensing, legislative or certification requirements apply to this unit at the time of publication.

Unit Sector

Media and entertainment production – Production 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. Contribute to production planning	1.1 Confirm with required personnel own creative planning and other roles, responsibilities and production requirements 1.2 Follow performance-planning instructions and preparations as advised by required personnel 1.3 Complete responsibilities within required timeframes
2 Assist with running technical and creative dress rehearsals	2.1 Coordinate performers according to production requirements 2.2 Give clear, audible and correctly sequenced instructions to performers 2.3 Work with members of production teams according to work health and safety procedures and production requirements

ELEMENT	PERFORMANCE CRITERIA
3. Assist with productions	3.1 Advise performers of venue arrival times according to production requirements 3.2 Carry out own roles and responsibilities in line with advice from stage manager and other required personnel 3.3 Carry out post-production or bump-out responsibilities according to instructions from required personnel 3.4 Identify areas of organisational practice that could be improved using feedback from required personnel

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
Learning	Analyses feedback, reflects on performance, and identifies ways to develop performance
Oral communication	- Obtains information using listening and questioning techniques - Contributes information and expresses requirements using clear language
Reading	Obtains information from different written sources
Planning and organising	Plans and undertakes all production assistant tasks for performances in a logical sequence
Self-management	- Takes responsibility for meeting health and safety requirements within scope of own role - Applies organisational procedures and meets expectations associated with own role - Manages time according to organisational policies and procedures
Teamwork	- Takes responsibility for meeting commitments to others - Collaborates with creative and technical personnel and achieves joint outcomes

Unit Mapping Information

Supersedes and is equivalent to CUAPPM401 Contribute to the organisation of productions.

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 CUAPPM421 Contribute to organising productions

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:

- contribute to organising at least one production according to production requirements, including:
 - contributing to the artistic and technical planning of productions by participating in production and creative planning meetings
 - assisting with running technical and creative dress rehearsals and performances.

In the course of the above, the candidate must:

- follow work health and safety (WHS) policies and procedures
- work collaboratively
- contribute to post-production activities.

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:

- key aspects of the creative and technical production process for different types of live performance productions
- production and staging terminology
- common theatre conventions
- cultural sensitivities involved in productions
- issues and challenges that arise when preparing for rehearsals and performances and common solutions
- common law duty of care requirements
- WHS requirements, including those relating to:
 - risk identification and management
 - safety inductions
 - emergency procedures

- hearing protection
- safe lifting practices
- strategies to assist with performance anxiety.

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:

- resources and equipment required for production
- opportunities for rehearsals and performances in real or simulated situations.

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>