



Australian Government

CUAPPM431 Compile production schedules

Release: 1

CUAPPM431 Compile production schedules

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 compile production schedules during the pre-production planning phase in the screen, media and entertainment industry sectors. It involves analysing timelines against overall production requirements to deliver productions on time and on budget.

The unit applies to those who work collaboratively in a production team as senior production personnel. Depending on the size of the production, this person may also be responsible for developing the resource schedule on which the production schedule is based.

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

Unit Sector

Media and Live 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. Confirm resources required	1.1 Analyse resource schedule to identify internal and external resources required 1.2 Consult with all departments involved in the production to clarify and confirm their requirements 1.3 Confirm resource schedule against overall production requirements 1.4 Identify and document issues that may affect production schedule
2. Compile production schedules	2.1 Allocate resources and create schedule that will deliver production on time and within budget

ELEMENT	PERFORMANCE CRITERIA
	2.2 Check allocated time enables efficient and safe use of resources 2.3 Identify factors that may cause production delays and develop contingency plans to accommodate them
3. Finalise production schedules	3.1 Confirm production schedule meets production requirements 3.2 Distribute schedule promptly to required personnel 3.3 Resolve issues with the interpretation or implementation of schedule as required 3.4 Revise schedule as required, and communicate changes promptly 3.5 Develop and maintain a recording system for all information relating to production schedule

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
Reading	- Interprets textual information to determine requirements - Interprets information in a variety of forms and uses the knowledge gained to evaluate and select required schedule content - Checks scheduling information for feasibility and consistency with production requirements
Writing	Uses clear and detailed language, and industry terminology to complete and update comprehensive workplace documentation
Oral Communication	- Uses clear language to contribute information and express requirements - Uses listening and questioning techniques to confirm understanding
Numeracy	Calculates with whole numbers and routine fractions, decimals or percentages to develop production schedules that reflect allocated budgets and required timeframes
Self-management	Understands purpose of own role and associated responsibilities to deliver schedules that meet production budget and timelines
Teamwork	Selects and uses effective communication techniques to build rapport to establish and maintain effective working relationships
Planning and organising	- Plans and organises own workload logically and systematically to complete clearly defined tasks and manage required communication - Uses information analysis to inform detailed scheduling decisions

SKILL	DESCRIPTION
	• Builds flexibility into schedules to manage adjustments and unexpected events
Technology	• Identifies and resolves user implementation problems • Uses scheduling software efficiently • Develops effective information management systems for production schedules

Unit Mapping Information

Supersedes and is equivalent to CUAPPM411 Compile production schedules.

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 CUAPPM431 Compile production schedules

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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:

- compile at least one full production schedule.

In the course of the above, the candidate must:

- interpret resource schedules
- create production schedules that reflect resource factors, production budget and timelines using scheduling tools and techniques within commercially realistic time constraints
- use effective communication, negotiation and problem-solving skills to collaborate with production teams and negotiate with a wide range of external suppliers and service providers
- identify factors that may have an adverse impact on production schedules and accommodate them within scope of own role
- negotiate schedules based on venue requirements
- develop and maintain a recording system for production schedule information
- generate, update and distribute accurate production schedules in a timely manner.

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:

- commonly used techniques for creating production schedules
- administrative procedures associated with compiling production schedules
- ways of presenting production schedules
- formats and features of resource schedules and associated production documentation
- roles and responsibilities of those members of the production team involved in developing production schedules
- artistic and technical elements of productions or events that inform effective scheduling

- typical problems and challenges that may arise when compiling production schedules, and strategies to resolve them
- work health and safety (WHS) requirements that apply to production scheduling.

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:

- resource schedule
- production budget
- interaction with others to support a collaborative approach to schedule development
- scheduling tools and equipment, including scheduling software.

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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