



Australian Government

CUAPPM506 Write pre-production safety reports

Release: 1

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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 prepare and distribute pre-production safety reports. The reports identify potential risks to the safety and security of personnel engaged in a proposed screen production activity, and recommend solutions that comply with relevant legislative and regulatory requirements and codes of practice.

It applies to individuals working as consultants or pre-production personnel involved in planning for safety management on small-scale productions. These people consult with production and location unit managers, safety supervisors, stunt actors and coordinators, special effects personnel, and other specialist production staff.

Pre-production safety reports for film and television productions must be written by a person approved by the Media, Entertainment and Arts Alliance (MEAA) in accordance with Clause 3(a) (i) of the Australian Recommended Safety Code for Film and Television.

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. Collect information for pre-production safety reports	1.1 Liaise with relevant personnel to interpret and confirm overall production requirements 1.2 Gather relevant screen production information, including stunt and action sequences 1.3 Undertake site inspections with relevant personnel, or commission and receive site-specific report 1.4 Determine camera positions to be used during filming

ELEMENT	PERFORMANCE CRITERIA
	1.5 Determine positioning and movement of cast and crew for shots to be filmed 1.6 Inspect props and sets involved in the production, if available before production
2. Evaluate information	2.1 Establish and maintain an accessible information management system 2.2 Analyse and document initial findings for use in the development of safety reports 2.3 Liaise with relevant personnel and research, if necessary, additional information on safety and security requirements 2.4 Identify specialist personnel or skill sets required to execute filming sequences 2.5 Determine required specialist equipment, harnessing and personal protective equipment (PPE) 2.6 Determine first aid requirements for cast and crew involved in the production 2.7 Identify licensing, legislative and regulatory requirements and industry codes of practice relevant to production, and consult with designated regulatory bodies to confirm compliance
3. Draft pre-production safety reports	3.1 Identify and document known and potential safety and security hazards 3.2 Identify potential additional or altered production requirements to be considered and incorporated in draft reports, including procedures and protocols for engaging with emergency and medical services 3.3 Generate reports specifying licensing and health and safety requirements and strategies for managing potential risks, relevant to the production
4. Finalise pre-production safety reports	4.1 Present draft safety reports to relevant personnel for review 4.2 Undertake negotiations based on initial evaluation of draft reports, as required 4.3 Analyse and amend safety reports based on production and location management feedback 4.4 Present final safety reports to relevant personnel for executive sign-off and distribution 4.5 Ensure relevant technical and regulatory support documentation is included in final reports

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, 2.2, 2.3, 3.2	Critically analyses and consolidates information in a variety of sometimes complex documentation to determine and meet safety requirements
Writing	2.2, 3.1-3.3, 4.3, 4.5	Uses clear industry-related terminology to develop and finalise highly detailed and factually accurate safety reports that convey explicit information, requirements and recommendations
Oral Communication	1.1, 1.2, 2.3, 2.7, 4.2	- Sequences detailed information on known and potential safety and security hazards using clear and relevant language to the audience - Uses clear language, active listening and questioning, to convey and clarify information and production requirements, confirm understanding, and elicit information
Navigate the world of work	1.3, 2.1, 2.7, 3.1, 3.2, 4.4, 4.5	- Works independently and cooperatively with responsibility for the research and findings in pre-production safety reports - Ensures compliance with all related legal, regulatory and licensing requirements in planning and completing work - Applies an understanding of the creative visualisation process inherent in screen productions when determining security and safety requirements
Interact with others	1.1, 1.3, 2.3, 2.7, 4.1, 4.2	- Selects and uses appropriate communication methods and practices to engage in discussions, provide information and seek clarification - Collaborates and negotiates with others to achieve joint outcomes
Get the work done	1.2, 1.4-1.6, 2.1, 2.4-2.6, 3.2, 4.1, 4.3, 4.5	- Plans and sequences complex tasks and workload, and manages communication with a broad range of personnel - Uses systematic and analytical processes to evaluate screen production requirements and identify safety risks and hazards - Develops solutions that comply with regulatory and

		legislative requirements using observations and consultative processes • Incorporates feedback and required support documentation into final reports
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Unit Mapping Information

Code and title current version	Code and title previous version	Comments	Equivalence status
CUAPPM506 Write pre-production safety reports	CUFPPM502A Write pre-production safety reports	Updated to meet Standards for Training Packages. Minor edits to 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 CUAPPM506 Write pre-production safety reports

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Performance Evidence

Evidence of the ability to:

- source and interpret production schedules, technical reports, and licensing and regulatory documents for production safety implications
- determine safety and security matters relevant to production based on:
 - data drawn from relevant research into production requirements, industry codes and legislative requirements
 - consultation with technical and creative production teams and specialist personnel as required
 - familiarity with screen production techniques, camera positions and equipment
- prepare pre-production safety reports for screen productions
- use information management systems that facilitate appropriate and timely information access and retrieval
- use effective verbal and written communication skills to undertake negotiations based on industry-specific safety and security requirements.

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:

- describe common production hazards and their potential for causing harm
- identify sources of specialist information on safety issues
- discuss typical issues, problems and challenges of developing pre-production safety reports, and briefly describe solutions
- describe how procedures and protocols for the following requirements are represented in pre-production safety reports:
 - eliminating, isolating or minimising hazards

- accessing and engaging with emergency and medical services
- safely executing special effects, and stunt and action sequences
- safely using camera, sound and lighting equipment
- outline industry codes and relevant requirements applicable to stunts, special effects, first aid and armoury
- describe key legislation, regulations and standards relevant to pre-production safety reports
- identify relevant licensing bodies for high risk occupations that service screen productions.

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:

- screen productions for which pre-production safety reports are required
- relevant legislation, codes and regulations
- interaction with others.

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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