



Australian Government

CUAPPM508 Manage locations for film and media productions

Release: 1

CUAPPM508 Manage locations for film and media productions

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 manage operations on location at film and media shoots.

It applies to individuals who manage activities and movements at the location, and are responsible for the health and safety of cast and crew. On larger productions, the location manager may supervise an assistant location manager or a unit manager.

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 locations for shoots	1.1 Check required resources are available and equipment is in working order before shoot commencement 1.2 Arrange and coordinate safe transport of equipment to locations and provide directions for production staff to reach locations 1.3 Plan and implement work health and safety (WHS) requirements for all activities and personnel at locations 1.4 Oversee installation and testing of equipment at locations in line with WHS practices and procedures 1.5 Adapt site to meet creative and technical requirements of productions and prepare contingency plans to resolve potential problems

ELEMENT	PERFORMANCE CRITERIA
	1.6 Brief and update production staff, location owners and authorities on any changes to production plans, schedules and facilities 1.7 Arrange cast and crew facilities as required
2. Manage location activities	2.1 Identify and minimise potential hazards and ensure activities comply with production safety plan and organisational policies and procedures 2.2 Take appropriate action to minimise disruptions to productions by the public, and make alternative arrangements to manage normal traffic and pedestrian movement 2.3 Arrange safe storage of all equipment and other facilities while on location 2.4 Resolve creative and technical issues promptly, and where possible, to minimise impact on productions 2.5 Ensure accidents and incidents are attended to immediately and that emergency services are contactable at all times 2.6 Take appropriate action if conditions of access to location are breached 2.7 Supervise activities of location management team as applicable
3. Finalise location operations	3.1 Ensure locations are returned to their original or an improved condition 3.2 Organise safe removal and labelling of materials and equipment from locations 3.3 Complete production documentation and reports and finalise outstanding contractual arrangements 3.4 Report any faults and concerns to relevant production staff 3.5 Confirm creative and technical requirements for the next set-up, if appropriate and advise relevant production staff accordingly 3.6 Evaluate completed projects and note areas for future improvement

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	1.3, 2.1, 3.6	Critically analyses and consolidates information in a variety of documentation from relevant sources to identify location requirements and legal and regulatory safety requirements
Writing	1.5, 1.6, 3.3	Develops material to a specific audience using clear and detailed language to convey explicit information, requirements and contractual arrangements
Oral Communication	1.2, 1.6, 3.4, 3.5	- Interacts effectively in verbal exchanges, using active listening and questioning, to convey and clarify information and requirements, and to elicit views and opinions of others - Sequences detailed technical instructions using specific and relevant language to ensure understanding and express requirements
Navigate the world of work	1.3, 1.4, 2.1, 2.5-2.7, 3.1, 3.2, 3.6	- Takes responsibility for ensuring safety of cast and crew on location in planning and performance of own role - Adheres to policies, procedures, safety plans and legal and regulatory safety requirements during production activities and departure from location - Identifies improvement opportunities
Interact with others	1.2, 1.6, 3.4, 3.5	- Selects and uses appropriate communication methods and practices when providing and clarifying information for all people associated with the production location - Collaborates and cooperates with others to achieve joint outcomes
Get the work done	1.1, 1.2, 1.5, 1.7, 2.1-2.5, 3.6	- Plans, organises and sequences relatively complex tasks and workload and manages required communication - Prepares resources, equipment, facilities and plans that meet safety and location requirements - Supervises location activities and implements rapid responses to security incidents and accidents - Develops flexible solutions to on-site production problems and implements contingency plans that minimise production disruptions - Plans for future based on identified process strengths and weaknesses

Unit Mapping Information

Code and title current version	Code and title previous version	Comments	Equivalence status
CUAPPM508 Manage locations for film and media productions	CUFPPM504A Manage locations for film and media productions	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 CUAPPM508 Manage locations for film and media productions

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Performance Evidence

Evidence of the ability to:

- analyse production requirements, oversee transport logistics and location set-up before commencement of production to meet production and safety requirements
- manage production operations on location in compliance with policies, procedures, and legal and regulatory safety requirements
- respond to a range of issues and problems encountered on location in line with established protocols and procedures, demonstrating flexibility and problem-solving when unexpected problems and risks arise
- complete production documentation and reports.

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:

- identify the range of production staff typically involved in shooting a film or television production on location, and outline their roles and responsibilities
- describe resources and equipment typically used to shoot screen and media productions on location
- outline typical cast and crew facilities required on location
- discuss typical issues, problems and challenges of managing locations for screen and media productions, and briefly describe solutions
- describe work health and safety (WHS) and public safety requirements and procedures associated with working on location.

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:

- a range of production equipment and facilities
- productions that require shooting on location
- interaction with others
- relevant policies, procedures and safety legislation.

Links

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