



Australian Government

CUAPPM601 Manage pre-production for shows and events

Release: 2

CUAPPM601 Manage pre-production for shows and events

Modification History

Release	Comments
Release 2	This version released with CUA Creative Arts and Culture Training Package version 2.0. Updated assessment conditions section. Updated modification history section to reflect changed name of training package.
Release 1	This version first released with CUA Creative Arts and Culture Training Package version 1.0.

Application

This unit describes the performance outcomes, skills and knowledge required to manage all aspects of pre-production for shows and events in the entertainment industry.

At this level, individuals are expected to apply a detailed knowledge of both creative and technical aspects of live shows and events. They exercise autonomy and judgement in contexts that are subject to change and are responsible for coordinating and supervising the work of team members engaged in a wide range of pre-production activities.

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

Elements	Performance Criteria
<i>Elements describe the essential outcomes.</i>	<i>Performance criteria describe the performance needed to demonstrate achievement of the element.</i>
1. Plan pre-production activities	1.1 Participate in discussions with relevant personnel to clarify creative vision for shows or events 1.2 Analyse designs and specifications to establish a comprehensive understanding of production requirements and challenges 1.3 In consultation with relevant personnel, determine the range

	and number of staging and technical elements required for shows 1.4 In consultation with heads of departments, develop work plans and write schedules to ensure timely completion of each stage of pre-production 1.5 Conduct risk assessments and implement safety and environmental management plans throughout pre-production as required 1.6 Develop contingency plans to minimise the impact of unexpected events on pre-production operations 1.7 Provide advice to relevant personnel regarding technical, artistic and safety issues that may affect shows or events
2. Coordinate production meetings	2.1 Allocate times for production meetings to ensure most efficient and cost-effective use of time 2.2 Chair production meetings to discuss and resolve artistic and technical issues 2.3 Prepare and distribute clear and timely reports on the progress of pre-production activities 2.4 Notify relevant colleagues of meeting outcomes and budget issues that affect their work activities 2.5 Keep accurate records of decisions made and actions required
3. Monitor pre-production activities	3.1 Take an active role in maintaining a creative and technical overview of projects and take action to resolve problems that arise 3.2 Continually liaise with technical and artistic production teams to identify and action requirements 3.3 Monitor the progress of pre-production activities against timelines and budget, and implement contingency plans as required 3.4 Determine the need for additional resources and action accordingly to ensure production requirements are met 3.5 Interact with production personnel in an open manner to maintain positive work relations and to ensure efficient, safe and disciplined production practices 3.6 Contribute to evaluations of shows or events and implement recommendations aimed at improving overall effectiveness of pre-production operations
4. Manage production documentation and information	4.1 Ensure that production documentation is completed on time by relevant personnel 4.2 Distribute production documentation and information to relevant personnel according to organisational procedures

	4.3 Develop and maintain accurate document distribution records 4.4 Continually review and update documentation to reflect changes to production requirements 4.5 Manage production budget and follow organisational financial procedures in relation to purchases and record keeping
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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, 3.3, 4.1, 4.4	Obtains information from a range of complex written sources
Writing	1.4, 2.3, 2.4, 2.5, 4.1, 4.3, 4.4	Generates and updates documentation in relation to pre-production activities
Oral communication	1.1, 1.3, 1.4, 1.7, 2.2, 2.4, 3.2, 3.5, 4.1	- Seeks the views and opinions of others - Obtains information by listening and questioning - Discusses ideas and solutions - Uses clear language to contribute information and express requirements
Numeracy	2.4, 4.5	Interprets budgets when managing pre-production for shows and events
Navigate the world of work	1.5, 2.1, 2.2, 2.3, 3.3, 3.4, 4.1	- Works independently and collectively with a strong sense of responsibility for goals, plans, decisions and outcomes - Takes responsibility for meeting legal and regulatory requirements within scope of own role - Applies organisational procedures when managing live productions - Manages time efficiently to meet work deadlines
Interact with others	1.1, 1.3, 1.4, 1.7, 2.2, 2.4, 3.2, 3.5, 4.1	Collaborates to achieve joint outcomes and takes a leadership role to help facilitate effective group interaction and direction
Get the work done	1.1, 1.2, 1.3, 1.4, 1.5, 1.6,	Sequences and schedules complex activities, monitors implementation and manages

	1.7, 2.1, 2.2, 2.3, 2.4, 2.5, 3.1, 3.2, 3.3, 3.4, 3.6, 4.1, 4.2, 4.3, 4.4, 4.5	relevant communication • Assembles documentation on pre-production requirements in a logical sequence • Reviews progress against goals, adjusting plans and resources to cope with contingencies • Takes account of a wide range of factors that impact on pre-production activities • Anticipates and takes action to minimise potential problems that could disrupt the pre-production process • Implements improvements to pre-production operations based on outcome of evaluations • Distributes information electronically • Uses standard word processing and spreadsheet applications to prepare workplace documentation • Applies knowledge of technical equipment to production management duties
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Unit Mapping Information

Code and title current version	Code and title previous version	Comments	Equivalence status
CUAPPM601 Manage pre-production for shows and events (Release 2)	CUAPPM601 Manage pre-production for shows and events (Release 1)	Updated assessment conditions section. Updated modification history section to reflect changed name of training package.	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 CUAPPM601 Manage pre-production for shows and events

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Performance Evidence

Evidence of the ability to:

- plan and administer the pre-production phase for at least two live shows or events
- effectively manage complex and competing demands during the pre-production phase for at least two live shows or events
- meet deadlines
- provide team leadership.

Note: If a specific volume or frequency is not stated, then evidence must be provided for each of the above points at least once.

Knowledge Evidence

To complete the unit requirements the individual must:

- explain the relationship between artistic and technical elements of productions or events
- describe meeting procedures and protocols as they apply to conducting production meetings
- describe issues and challenges that typically arise during pre-production, and suggest ways of responding to them
- describe administrative procedures and documentation associated with managing pre-production activities
- explain safety and environmental issues to be taken into account during the pre-production phase of shows and events.

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:

- shows or events which require a range of pre-production activities
- interaction with a team to reflect the importance of collaborative skills in this unit.

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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