



Australian Government

CUAPPM603 Plan and manage film and media pre-production

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 plan and manage all aspects of pre-production processes and facilities. It involves coordinating and supervising activities of the entire crew as well as administrative, financial and technical details of productions.

It applies to individuals who work as production managers on film and television productions. Production managers are usually the first person employed by a producer once funding has been approved for a production. They approve changes in scheduling and budgets, and act as intermediaries between producers and management, and crew.

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. Confirm scope of productions	1.1 Consult with producer or director to clarify production expectations based on negotiations or decisions made during the development phase 1.2 Break down scripts scene by scene to establish detailed resource requirements 1.3 Identify, from script breakdowns, issues with budget or shooting implications 1.4 Prepare preliminary production and pre-production schedules 1.5 Prepare preliminary shooting schedule to compare with length of

ELEMENT	PERFORMANCE CRITERIA
	shoot allowed in budget, and adjust if necessary 1.6 Re-time scripts to estimate production times and to identify whether scripts need reducing to meet budget constraints
2. Finalise budgets	2.1 Liaise with suppliers to establish costs and availability of required resources 2.2 Liaise with relevant personnel in different production and post-production areas to clarify requirements, roles and responsibilities 2.3 Identify potential problems with production requirements, and take appropriate action to resolve promptly 2.4 Present cost estimates to relevant personnel and negotiate changes as required 2.5 Compile final resource schedule, with contingency plans 2.6 Confirm budgets enable achievement of creative and technical production requirements and cover resource and personnel requirements
3. Manage pre-production	3.1 Oversee establishment of pre-production processes and documentation before the start of pre-production activities 3.2 Set up the financial organisation of the production, and processes for reporting against budgets 3.3 Commission safety reports from appropriate sources and circulate reports to relevant organisations and personnel 3.4 Meet regularly with heads of departments to monitor expenditure against budget taking action as required to keep overall expenditure within budget 3.5 Circulate scripts to relevant personnel and establish and monitor the process for communicating script changes 3.6 Ensure all arrangements for access to locations are completed correctly and within required timeframes 3.7 Organise publicity and press briefings as required 3.8 Oversee pre-production activities of all departments, providing guidance and assistance as required 3.9 Finalise shooting schedules and circulate final production documentation to relevant personnel within required timeframes

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, 1.3, 2.6	Interprets and critically analyses complex documentation to determine requirements and applies general information to specific contexts
Writing	1.4, 1.5, 2.5	- Modifies and creates material that incorporates synthesis of knowledge and information, using appropriate terminology and cohesive language in a format appropriate to purpose - Conveys detailed and specific information and instructions requiring concise and correct use of vocabulary, syntax and grammar
Oral Communication	1.1, 2.1, 2.2, 2.4, 3.4, 3.8	- Articulates clearly using specific and relevant language to convey information, and negotiates mutually agreed outcomes with a wide range of production personnel and external suppliers and service providers - Uses sophisticated listening and questioning techniques in discussion of complex concepts, opinions and requirements with a wide range of people - Explains procedures and instructions to others, choosing language appropriate to audience, and confirms understanding
Numeracy	1.3-1.6, 2.1, 2.4-2.6, 3.2	- Analyses numerical information to identify budget parameters and prepare production schedules - Calculates resource costs and makes adjustments as required - Compares expenditure with cost estimates - Assesses costs of production length and scheduling to prevent budget overrun
Navigate the world of work	2.2, 3.3	Works independently and collectively with a strong sense of responsibility for budget and pre-production goals, plans, decisions and outcomes
Interact with others	1.1, 2.1, 2.2, 2.4, 3.4, 3.8	- Selects and uses appropriate communication methods and practices when consulting with others to determine details of production and budget requirements - Negotiates with others to achieve joint outcomes
Get the work done	1.2-1.5, 2.3, 2.6, 3.1-3.9	Plans and sequences complex tasks and workload, and manages required communication

		- Analyses a range of production factors and resource details that affect budget development and management - Develops solutions for conflicting priorities and establishes contingency plans for final resources schedule - Implements pre-production administration facilities, financial reporting systems, information distribution and communication processes and monitors operations for adherence to requirements
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Unit Mapping Information

Code and title current version	Code and title previous version	Comments	Equivalence status
CUAPPM603 Plan and manage film and media pre-production	CUFPPM601A Plan and manage film and media pre-production	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 CUAPPM603 Plan and manage film and media pre-production

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Performance Evidence

Evidence of the ability to:

- prepare detailed resource schedules based on analysis of scripts
- negotiate with production and design teams to develop workable resource plans
- develop, and in collaboration, revise budgets and cost estimates for productions
- monitor and report on expenditure against budgets
- coordinate all pre-production activities and meetings, and brief personnel to achieve required outcomes within commercially realistic time constraints
- respond to a range of issues and problems encountered during pre-production in line with established protocols and procedures
- generate and distribute production documentation and reports relating to the pre-production process.

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:

- outline roles and responsibilities of personnel involved in the pre-production process for a film or television production, and their relationship to the production manager
- describe the procurement processes for products, supplies and equipment
- describe phases and practices in the pre-production process, including typical issues that may arise and their possible solutions
- explain content, format and timing of different types of documentation developed and distributed by production managers
- describe costing techniques for different types of production resources and how these are used to develop budgets
- explain the key audience for safety reports in the pre-production phase.

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 film and media productions for which resource schedules and budgets may be developed
- scripts and other production information required to develop resource schedules and budgets within commercially realistic time constraints
- interaction with others.

Assessors of this unit must satisfy the requirements for assessors in applicable vocational educational and training legislation, frameworks and/or standards.

Links

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