



Australian Government

CUAPPM604 Plan and manage film and media post-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 post-production processes and facilities. It involves supervising editing personnel and acquiring post-production resources.

It applies to individuals responsible for achieving the post-production process on time and within budget. They work as post-production supervisors in the film and media industry, often managing a number of projects simultaneously.

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. Clarify post-production briefs	1.1 Participate in meetings with relevant production personnel to determine required post-production resources, assessed against proposed production medium 1.2 Analyse technical and creative requirements for post-production 1.3 Provide specific advice on costs and operational implications for editing, taking into account required techniques for production 1.4 Confirm available budgets and timelines required
2. Develop operational plan	2.1 Draw up schedules for post-production activity according to expected deadlines

ELEMENT	PERFORMANCE CRITERIA
	2.2 Investigate and confirm availability and cost of post-production resources and staff 2.3 Ensure work health and safety (WHS) requirements are established in line with organisational procedures 2.4 Document post-production stages and confirm with relevant production personnel 2.5 Finalise operational plan in consultation with relevant production personnel, and obtain sign-off according to enterprise procedures
3. Implement post-production processes	3.1 Book and check post-production resources and finalise all contractual arrangements with personnel and suppliers in line with enterprise procedures 3.2 Ensure documentation is accessible to all involved with post-production activities 3.3 Identify problems and discuss proposed solutions with relevant personnel prior to implementing changes 3.4 Negotiate provision of unplanned or additional post-production services with relevant production personnel 3.5 Monitor and manage post-production activities on a proactive basis and according to agreed operational plan 3.6 Prepare progress reports where applicable and organise review sessions with relevant production personnel
4. Wrap post-production activities	4.1 Attend post-production evaluation session to confirm final product meets creative, technical and budgetary requirements of the production 4.2 Obtain lock-off approval for project from relevant production personnel 4.3 Complete required documentation and arrange for return of hired post-production resources as applicable 4.4 Evaluate all aspects of 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	Description
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	Criteria	
Reading	1.2, 2.3, 2.5, 3.1, 3.4, 3.5, 3.6	Interprets and critically analyses complex documentation to determine requirements, and applies general information to specific contexts
Writing	2.1, 2.4, 2.5, 3.1, 4.3	Creates effective and specific post-production documentation which conveys an understanding of outcomes and alternatives, and uses concise and correct vocabulary, syntax and grammar
Oral Communication	1.1, 1.3, 2.5, 3.3, 3.4, 4.1, 4.2	- Articulates requirements and strategies using language appropriate to audience and environment - Uses sophisticated listening and questioning techniques in discussion of complex ideas, opinions and concepts with a wide range of people - Explains procedures and instructions to others, choosing language appropriate to audience
Numeracy	1.4, 2.2, 4.1	- Interprets, monitors and adjusts numerical information for budgets and to establish service costs - Calculates periods of time to allocate resources appropriately - Monitors production costs for compliance with budget limits
Navigate the world of work	2.3, 2.5, 3.1, 4.1, 4.2, 4.4	- Works independently and collectively in making decisions to achieve creative, technical and budgetary requirements in post-production - Takes full responsibility for following enterprise procedures, organisational policies and workplace safety legislation - Identifies improvement opportunities from evaluation processes
Interact with others	1.1, 1.3, 2.4, 2.5, 3.3, 3.4, 4.1, 4.2	- Plays a lead role in collaborating, consulting and negotiating with post-production team and other service providers to facilitate agreement and achieve joint outcomes - Selects and uses appropriate communication methods and practices to seek and share information and determine requirements
Get the work done	1.1, 1.2, 1.4, 2.1, 2.2, 2.5, 3.1-3.6, 4.3	- Plans and sequences complex tasks and workload, and manages required communication - Analyses a range of production requirements and resource information that inform plans, scheduling and budget decisions - Develops solutions to production process problems and negotiates additional service provision - Monitors work progress and determines actions

		required to meet operational plan and schedule requirements • Finalises post-production wrap tasks and requirements
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Unit Mapping Information

Code and title current version	Code and title previous version	Comments	Equivalence status
CUAPPM604 Plan and manage film and media post-production	CUFPPM602A Plan and manage film and media post-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 CUAPPM604 Plan and manage film and media post-production

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Performance Evidence

Evidence of the ability to:

- clarify post-production briefs and creative and technical requirements of post-production
- coordinate all post-production activities and meetings, and brief personnel to achieve required outcomes within commercially realistic time constraints
- produce creative solutions within constraints of budgets and resources
- respond to a range of issues and problems encountered during post-production in line with established protocols and procedures
- generate and distribute production documentation and reports relating to post-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 the structure of a post-production film or media process, roles and responsibilities of those involved, and their relationship to the post-production supervisor
- outline administrative procedures associated with a post-production operation
- describe phases and practices in the post-production process, including editing and post-production services, and outline typical issues that may arise and their possible solutions
- explain work health and safety (WHS) requirements that apply to film and media post-production environments.

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:

- post-production activities across a range of formats
- post-production resources and equipment
- interaction with others
- standard employment contracts and supplier agreements.

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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