



Australian Government

CUAPPM613 Plan and manage pre-production activities

Release: 1

CUAPPM613 Plan and manage pre-production activities

Modification History

Release	Comments
Release 1	This version first released with CUA Creative Arts and Culture Training Package version 5.0.

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.

The unit applies to those 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 Clarify production requirements based on negotiations or decisions made during development phase in consultation with required personnel 1.2 Break down scripts scene by scene and establish detailed resource requirements 1.3 Identify, from script breakdowns, issues with budget or shooting implications 1.4 Prepare preliminary production, pre-production and shooting schedules 1.5 Estimate production times and identify whether scripts need reducing to meet production requirements

ELEMENT	PERFORMANCE CRITERIA
2. Finalise budgets	2.1 Determine costs and availability of required resources in collaboration with suppliers 2.2 Liaise with required personnel in different production and post-production areas and clarify requirements, roles and responsibilities 2.3 Identify potential problems with production requirements and take appropriate action according to production requirements 2.4 Present cost estimates to required personnel and negotiate changes as required 2.5 Compile final resource schedule, with contingency plans as required 2.6 Confirm budgets meet production requirements
3. Manage pre-production	3.1 Oversee establishment of pre-production processes and documentation before 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 documentation from sources according to production requirements and circulate to required organisations and personnel 3.4 Meet regularly with required personnel and monitor expenditure against budget, taking action as required 3.5 Circulate scripts to required personnel and establish and monitor process for communicating script changes 3.6 Confirm all arrangements for access to locations are completed according to production requirements 3.7 Organise marketing materials 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 required personnel according to production requirements

Foundation Skills

This section describes those language, literacy, numeracy and employment skills that are essential to performance but not explicit in the performance criteria.

SKILL	DESCRIPTION
Numeracy	- Analyses numerical information - Calculates resource costs and makes adjustments as required

SKILL	DESCRIPTION
	• Compares expenditure with cost estimates • Assesses costs of production length and scheduling
Oral communication	• Articulates clearly using specific and industry standard language • Conveys information and negotiates mutually agreed outcomes with different production personnel and external suppliers and service providers • Discusses complex concepts, opinions and requirements with different people using sophisticated listening and questioning techniques • Explains procedures and instructions to others and confirms understanding using industry standard language
Reading	• Interprets and critically analyses complex documentation • Determines requirements and applies general information to specific contexts
Writing	• Modifies and creates material that incorporates synthesis of knowledge and information, using appropriate terminology and cohesive language in required format • Conveys detailed and specific information and instructions requiring concise and correct use of vocabulary, syntax and grammar
Initiative and enterprise	• Works independently and collectively with a strong sense of responsibility for budget and pre-production goals, plans, decisions and outcomes
Planning and organising	• Plans and sequences complex tasks and workload, and manages required communication • Implements pre-production administration facilities, financial reporting systems, information distribution and communication processes and monitors operations
Problem solving	• Develops solutions for conflicting priorities and establishes contingency plans for final resources schedule • Analyses different production factors and resource details
Teamwork	• Selects and uses appropriate communication methods and practices when consulting with others • Negotiates with others and achieves joint outcomes

Unit Mapping Information

Supersedes and is equivalent to CUAPPM603 Plan and manage film and media pre-production.

Links

Companion Volume Implementation Guide is found on VETNet -

<https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=1db201d9-4006-4430-839f-382ef6b803d5>

Assessment Requirements for CUAPPM613 Plan and manage pre-production activities

Modification History

Release	Comments
Release 1	This version first released with CUA Creative Arts and Culture Training Package version 5.0.

Performance Evidence

The candidate must demonstrate the ability to complete the tasks outlined in the elements, performance criteria and foundation skills of this unit, including evidence of the ability to:

- plan and manage pre-production according to requirements of at least one production.

In the course of the above, the candidate must:

- interpret production requirements
- prepare detailed resource schedules based on analysis of scripts
- negotiate with production and design teams and develop 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 according to production requirements
- respond to different issues and problems encountered during pre-production
- generate and distribute production documentation and reports relating to the pre-production process.

Knowledge Evidence

The candidate must be able to demonstrate knowledge to complete the tasks outlined in the elements, performance criteria and foundation skills of this unit, including knowledge of:

- roles and responsibilities of personnel involved in the pre-production process for productions, and their relationship to the production manager
- production requirements that affect planning and managing pre-production including:
 - length of shoot
 - budget constraints
 - standards of issue resolution
 - technical and creative feasibility
 - resource and personnel requirements
 - timelines

- procurement processes for products, supplies and equipment
- common script components
- phases and practices in the pre-production process, including typical issues that may arise and common solutions
- content, format and timing of different types of documentation developed and distributed by production managers
- costing techniques for different types of production resources and how these are used to develop budgets
- publicity and press opportunities associated with productions
- marketing materials associated with productions
- industry standard safety documentation including safety reports
- audience for safety documentation in the pre-production phase.

Assessment Conditions

Skills in this unit must be demonstrated in a workplace or simulated environment where the conditions are typical of those in a working environment in this industry.

This includes access to:

- different productions for which resource schedules and budgets may be developed
- scripts and other production information required to develop resource schedules and budgets
- interaction with others required to demonstrate the performance evidence.

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

Links

Companion Volume Implementation Guide is found on VETNet -

<https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=1db201d9-4006-4430-839f-382ef6b803d5>