



Australian Government

CUASMT503 Develop and maintain production documents

Release: 2

CUASMT503 Develop and maintain production documents

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 produce and manage documentation that tracks the creative development of productions in the screen, media, entertainment and events industries.

Individuals who apply these skills are expected to display initiative, judgement and responsibility as they use high level communication and coordination skills in the process of maintaining production scripts and keeping cast and crew up-to-date with developments through the rehearsal phase and into the performance run.

No licensing, legislative or certification requirements apply to this unit at the time of publication.

Unit Sector

Media and entertainment production - stage 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. Clarify production documentation requirements	1.1 Analyse production and design documentation to determine creative and technical production aspects of projects 1.2 In consultation with relevant personnel, determine precise documentation requirements for productions 1.3 Clarify scope of own responsibilities for producing and

	maintaining production documents
2. Develop production scripts in rehearsals	2.1 Set up production scripts using format appropriate to type of production 2.2 Incorporate cuts, additions and other script modifications to reflect current version of shows 2.3 Distribute script revisions to relevant personnel applying clear version control protocols 2.4 Record performers' blocking and continuously update notation to ensure accuracy and currency of records 2.5 Record other information required to rehearse and stage shows in production scripts 2.6 Provide prompts and cues in a timely and appropriate manner, ensuring accuracy and clarity of communication 2.7 Use prompting notation to mark performers' errors and omissions in scripts 2.8 Use notation as a guide to provide performers with notes and to anticipate where future prompts may be required
3. Maintain administrative documents	3.1 Draft production documents 3.2 Confirm drafts with relevant personnel and make additions and adjustments as required 3.3 Distribute copies of documents according to production requirements to facilitate the work of production personnel 3.4 Update production administrative documents to reflect development of productions and distribute to production personnel applying clear version control protocols 3.5 Maintain accurate records of distribution 3.6 Contribute to evaluations and continuous improvement of production documentation and adjust own work procedures accordingly

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
-------	----------------------	-------------

Learning	3.6	Interprets information from evaluation to enhance own performance
Reading	1.1, 2.1, 2.2, 2.6, 2.7, 2.8	Interprets production documentation in relation to own role
Writing	2.1, 2.2, 2.4, 2.5, 2.7, 2.8, 3.1, 3.2, 3.4, 3.5	- Develops and updates production scripts to track progress and issues that arise in rehearsals - Produces and updates production documents
Oral communication	1.2, 1.3, 2.3, 2.6, 2.8, 3.2, 3.6	- Obtains information by listening and questioning - Discusses ideas and solutions - Uses clear language to contribute information and express requirements
Navigate the world of work	1.3, 2.1, 2.3, 2.4, 3.3, 3.4	- Works independently and collectively with a strong sense of responsibility for goals, plans, decisions and outcomes - Applies organisational procedures associated with job role - Manages version control efficiently to support production requirements
Interact with others	1.2, 1.3, 2.3, 2.6, 2.8, 3.2, 3.6	- Recognises the importance of building rapport with creative and technical personnel in order to establish effective work relationships - Demonstrates reliability and integrity in dealings with others
Get the work done	1.1, 1.2, 1.3, 2.1, 2.2, 2.3, 2.4, 2.5, 2.6, 2.7, 2.8, 3.1, 3.2, 3.3, 3.4, 3.5	- Adopts a methodical and logical approach to developing and updating production reference documents - Through close analysis of rehearsals, anticipates where performers may need prompts - Uses standard word processing and spreadsheet applications to prepare production documentation - Distributes information electronically

Unit Mapping Information

Code and title current version	Code and title previous version	Comments	Equivalence status
-----------------------------------	------------------------------------	----------	--------------------

Code and title current version	Code and title previous version	Comments	Equivalence status
CUASMT503 Develop and maintain production documents (Release 2)	CUASMT503 Develop and maintain production documents (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>