



Australian Government

CUASMT515 Manage plotting sessions and cue calling

Release: 2

CUASMT515 Manage plotting sessions and cue calling

Modification History

Release	Comments
Release 2	This version first released with CUA Creative Arts and Culture Training Package version 5.1. Version created to correct unit mapping error.
Release 1	This version first released with CUA Creative Arts and Culture Training Package version 5.0.

Application

This unit describes skills and knowledge required to plan and manage the process of plotting and calling technical cues for productions and recording information needed to coordinate cueing during live shows in the entertainment and events industries.

The unit applies to those who display initiative, judgement and responsibility as they use high level communication, time management and coordination skills to ensure that plotting of technical cues is completed on time. It involves an understanding of technical requirements and use of effective communication with production personnel.

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

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. Prepare for plotting	1.1 Analyse and production documentation and identify technical requirements in consultation with required personnel 1.2 Plan plotting of technical requirements in a logical order and make notations as required 1.3 Select the most appropriate methods for communicating with crew and advise required personnel of

ELEMENT	PERFORMANCE CRITERIA
	communication equipment requirements 1.4 Confirm required crew and production are present at the required time 1.5 Distribute draft cue reference documents for further development by crew during plotting sessions 1.6 Confirm venue and communication equipment are ready for plotting sessions 1.7 Liaise with heads of technical departments regarding unfinished work 1.8 Brief creative personnel prior to start of plotting sessions
2. Coordinate the plotting of cues	2.1 Prepare technical references according to requirements 2.2 Plot technical elements, including applicable technical notations 2.3 Organise performers during plotting according to blocking notation 2.4 Liaise with creative personnel on cue points, timing and sequencing of cues and note specific requirements 2.5 Calculate timing and other measurements that need to be incorporated into cues and documentation 2.6 Document plotted cues and standbys clearly in production documentation
3. Test and modify cues and deliver technical elements of productions	3.1 Run cue sequences and incorporate changes and adjustments as required 3.2 Confirm that crew members incorporate changes into cue content and their own documentation 3.3 Repeat and adjust cues and cue sequences 3.4 Note additional work required by self or others after plotting sessions 3.5 Distribute follow up notes to required personnel 3.6 Deliver technical elements according to production documents and technical references 3.7 Respond to changed production circumstances and follow activity and direction from required personnel 3.8 File production documentation and technical references according to requirements 3.9 Contribute to evaluations and continuous improvement of plotting procedures and adjust own work procedures accordingly

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
Learning	• Interprets information from evaluation to enhance own performance • Seeks the views and opinions of others and identifies ways to improve own performance
Reading	• Interprets production documentation in relation to own role
Oral communication	• Obtains information by listening and questioning • Discusses ideas and solutions using clear language to contribute information and express requirements
Numeracy	• Calculates measurements and timings in relation to plotting cues
Self-management	• Works independently and collectively with responsibility for goals, plans, decisions and outcomes • Takes responsibility for meeting regulatory requirements within scope of own role • Applies organisational procedures associated with job role • Manages time efficiently to meet work deadlines
Initiative and enterprise	• Responds proactively to issues that affect others involved in plotting cues • Responds appropriately to the unexpected during performances
Teamwork	• Demonstrates reliability and integrity when collaborating with others • Establishes effective work relationships with creative and technical personnel • Works collaboratively with others involved in performances
Planning and organising	• Plans and supervises cue plotting and testing sessions in a logical sequence • Manages issues that arise during plotting sessions
Problem solving	• Adopts a methodical and logical approach to plotting and managing cues from scores
Technology	• Applies knowledge of technical and communications equipment to the process of plotting cues

Unit Mapping Information

No equivalent unit. Supersedes and is not equivalent to CUASMT505 Manage plotting sessions and CUASMT506 Plot and manage cues from musical scores.

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 CUASMT515 Manage plotting sessions and cue calling

Modification History

Release	Comments
Release 2	This version first released with CUA Creative Arts and Culture Training Package version 5.1. Version created to correct unit mapping error.
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 cue plotting sessions for at least two different productions in line with artistic and technical requirements; and
- use cue reference documents to deliver technical elements during performances on at least two occasions.

In the course of the above, the candidate must:

- take direction from creative and technical personnel during plotting sessions and performances
- facilitate the work of others through clear and appropriate communication during plotting sessions
- develop accurate and clear cue reference documents
- follow production documentation and technical references
- follow applicable safety procedures
- provide input into creative discussions
- work collaboratively with others involved in productions and performances
- meet work deadlines.

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:

- purpose of and main features of documentation used for stage managing different types of productions or events that includes:

- scripts
- musical scores
- key factors involved in the successful management of plotting sessions
- issues and challenges that can arise when plotting and managing technical cues, and solutions to address them
- notations used to map technical elements to create accurate cue reference materials.

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:

- production documentation which require the plotting of cues
- performances which require the managing of cues from production documentation
- common technical equipment for which cues need to be plotted.

Assessors of this unit must satisfy the requirements for assessors in applicable vocational education 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>