



**Australian Government**

# **CUASOU612 Manage production of sound recordings**

**Release: 1**

# CUASOU612 Manage production of sound recordings

## 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 manage the production of sound recordings from planning through to post-production. It involves confirming production objectives, preparing resources for production, overseeing recording and post-production, and finalising evaluation of the production.

The unit applies to those who are responsible for managing the production of sound recordings, including planning and monitoring rehearsals and recording sessions, engaging specialists where required, and overseeing and evaluating the quality of finished recordings.

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

## Unit Sector

Media and entertainment production – Audio/sound

## 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 sound recording brief                 | 1.1 Participate in production meetings with required personnel and discuss vision, production values and expected project outcomes<br>1.2 Confirm production objectives, deliverables, constraints and other requirements<br>1.3 Finalise repertoire and operational details for project in discussion with required personnel |
| 2. Organise resources                            | 2.1 Identify and recruit artists and production staff according to project requirements<br>2.2 Secure venues and resources for rehearsal and recording sessions according to project requirements                                                                                                                              |

| ELEMENT                                      | PERFORMANCE CRITERIA                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |
|----------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
|                                              | 2.3 Finalise and confirm contracts for staff, artists and venues as required                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |
| 3. Prepare for production of sound recording | 3.1 Confirm availability of required resources in discussion with required personnel<br>3.2 Draw up and distribute rehearsal and recording schedules to required personnel<br>3.3 Finalise and distribute schedule for production meetings to required personnel<br>3.4 Anticipate issues that may arise during production of sound recordings and develop contingency plans<br>3.5 Brief technical team on operations, production values and contingency plans                                                                                                |
| 4. Manage recording sessions                 | 4.1 Confirm resources and production requirements are prepared for recording sessions and other associated activities<br>4.2 Verify and maintain production quality throughout recording in communication with required personnel<br>4.3 Provide directions to production staff throughout recording process according to production requirements<br>4.4 Maintain quality of musical and technical preparation throughout recording according to production and safety requirements<br>4.5 Comply with agreed time and budget constraints throughout recording |
| 5. Manage post-production                    | 5.1 Confirm post-production process and outputs meet production requirements<br>5.2 Facilitate continuing input from required personnel into post-production process, taking remedial action as required<br>5.3 Provide directions to production staff throughout post-production process according to production requirements<br>5.4 Confirm post-production outputs are saved in required format                                                                                                                                                             |
| 6. Evaluate production of sound recording    | 6.1 Review and evaluate sound production processes and outputs in discussion with required personnel<br>6.2 Evaluate own role and note areas for improvement<br>6.3 Provide feedback to team members on their performance as required<br>6.4 Document evaluation according to production requirements and organisational procedures                                                                                                                                                                                                                            |

## 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                  | <ul style="list-style-type: none"><li>Estimates, plans and monitors project costs and timeframes using mathematical formulas and calculations</li></ul>                                                                                                                                         |
| Oral communication        | <ul style="list-style-type: none"><li>Liaises with others throughout design process, checking understandings eliciting different viewpoints using industry standard language</li></ul>                                                                                                          |
| Reading                   | <ul style="list-style-type: none"><li>Interprets textual information from different sources and determines compliance with policies, procedures and production requirements</li></ul>                                                                                                           |
| Writing                   | <ul style="list-style-type: none"><li>Legibly completes required reports and documentation using clear and technically specific language and diagrammatic information for different audiences and purposes</li></ul>                                                                            |
| Initiative and enterprise | <ul style="list-style-type: none"><li>Evaluates outcomes and identifies improvement opportunities using analytical processes</li></ul>                                                                                                                                                          |
| Planning and organising   | <ul style="list-style-type: none"><li>Plans, organises and manages different complex tasks and resources</li><li>Uses analytical processes to evaluate outcomes and identify improvement opportunities</li></ul>                                                                                |
| Self-management           | <ul style="list-style-type: none"><li>Follows protocols and procedures for contracts, project planning and evaluation</li><li>Follows organisational procedures related to copyright and safety requirements required for role</li></ul>                                                        |
| Teamwork                  | <ul style="list-style-type: none"><li>Maximises creative and technical outputs in collaboration with others</li><li>Responds to and utilises different perspectives during production</li><li>Interacts effectively when remedying issues and disagreements, and negotiating outcomes</li></ul> |

## Unit Mapping Information

Supersedes and is equivalent to CUASOU602 Manage production of sound recordings.

## 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 CUASOU612 Manage production of sound recordings

## Modification History

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## 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:

- manage production of at least two sound recordings according to different project requirements.

In the course of the above, the candidate must:

- produce technically and artistically feasible sound records
- manage production of sound recordings
- work collaboratively with artists, performers, producers and sound specialists
- identify and comply with work health and safety and copyright requirements for production
- ensure time and budget constraints are met throughout production
- communicate as team leader and ensure availability of resources.

## 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:

- information typically found in production documentation and requirements, including artistic, creative and technical elements associated with music productions and recordings
- copyright requirements that relate to productions of sound recordings
- administrative policies procedures that are typically associated with managing the production of a sound recording project, including financial planning, procurement and recruitment
- strategies to ensure time and budget constraints are met throughout production
- impact of technology on production of a sound recording
- common phases in production of a sound recording
- formats typically used for sound recordings
- organisational procedures for:
  - documenting evaluation of sound recording production

- copyright requirements related to role
- issues and challenges that typically arise when managing the production of sound recording projects and how to anticipate, evaluate and address them
- work health and safety requirements relating to sound recording projects.

## 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 :

- equipment and facilities for sound production
- productions where sound recording projects are managed
- production documentation
- 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

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