



Australian Government

CUASOU612 Manage production of sound recordings

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 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 1.2 Confirm production objectives, deliverables, constraints and other requirements 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 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 3.2 Draw up and distribute rehearsal and recording schedules to required personnel 3.3 Finalise and distribute schedule for production meetings to required personnel 3.4 Anticipate issues that may arise during production of sound recordings and develop contingency plans 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 4.2 Verify and maintain production quality throughout recording in communication with required personnel 4.3 Provide directions to production staff throughout recording process according to production requirements 4.4 Maintain quality of musical and technical preparation throughout recording according to production and safety requirements 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 5.2 Facilitate continuing input from required personnel into post-production process, taking remedial action as required 5.3 Provide directions to production staff throughout post-production process according to production requirements 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 6.2 Evaluate own role and note areas for improvement 6.3 Provide feedback to team members on their performance as required 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	Estimates, plans and monitors project costs and timeframes using mathematical formulas and calculations
Oral communication	Liaises with others throughout design process, checking understandings eliciting different viewpoints using industry standard language
Reading	Interprets textual information from different sources and determines compliance with policies, procedures and production requirements
Writing	Legibly completes required reports and documentation using clear and technically specific language and diagrammatic information for different audiences and purposes
Initiative and enterprise	Evaluates outcomes and identifies improvement opportunities using analytical processes
Planning and organising	- Plans, organises and manages different complex tasks and resources - Uses analytical processes to evaluate outcomes and identify improvement opportunities
Self-management	- Follows protocols and procedures for contracts, project planning and evaluation - Follows organisational procedures related to copyright and safety requirements required for role
Teamwork	- Maximises creative and technical outputs in collaboration with others - Responds to and utilises different perspectives during production - Interacts effectively when remedying issues and disagreements, and negotiating outcomes

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>