



Australian Government

Department of Education, Employment and Workplace Relations

CUEPMT11B Manage the production process

Revision Number: 1

CUEPMT11B Manage the production process

Modification History

Not applicable.

Unit Descriptor

Unit descriptor	This unit describes the skills and knowledge required for the overall management of pre-production, including determination and coordination of all production resources. No licensing, legislative, regulatory or certification requirements apply to this unit at the time of endorsement.
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Application of the Unit

Application of the unit	Production managers with considerable production experience would generally undertake the duties outlined in this unit. In this role, they are responsible for developing an in-depth understanding of both the creative and technical aspects of live productions/ events. Managing the production process requires technical expertise plus considerable communication, negotiation and problem solving skills. As such, this unit brings together many of the skills found in other production management units. This unit has strong linkages to the following units, and combined training and/or assessment is recommended: • CUETEM03C Establish and manage production requirements and resources • CUFPPM408a Compile production schedules.
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Licensing/Regulatory Information

Not applicable.

Pre-Requisites

Prerequisite units		

Employability Skills Information

Employability skills	This unit contains employability skills.
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Elements and Performance Criteria Pre-Content

Elements describe the essential outcomes of a unit of competency.	Performance criteria describe the performance needed to demonstrate achievement of the element. Where bold italicised text is used, further information is detailed in the required skills and knowledge section and the range statement. Assessment of performance is to be consistent with the evidence guide.
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Elements and Performance Criteria

ELEMENT	PERFORMANCE CRITERIA
1. Interpret the creative parameters of the production	1.1. Participate in preliminary discussions with relevant personnel to interpret and confirm their creative intentions for the production/event 1.2. Read, analyse and interpret any design or production documents and notes to establish a full picture of production requirements and challenges
2. Identify and confirm production and technical parameters	2.1. Liaise with relevant technical personnel and determine the range and numbers of staging and technical elements for the production 2.2. Develop an overall operational plan and develop and document schedules for the completion of various stages of production planning to ensure deadlines can be met 2.3. Provide advice to relevant personnel regarding technical, artistic and safety issues that may affect the production/event
3. Coordinate production meetings	3.1. Liaise with relevant personnel and allocate times for production meetings to ensure most efficient and cost effective use of time 3.2. Chair production meetings and ensure that all artistic and technical issues are discussed and resolved 3.3. Provide current, clear and accurate reports on the progress of various aspects of the pre-production activities 3.4. Notify all relevant colleagues of meeting outcomes which affect their work activities 3.5. Keep accurate records of decisions made and actions required
4. Monitor the production planning phase	4.1. Take an active role in maintaining a creative and technical overview of the project 4.2. Continually liaise with the technical and artistic production team to ascertain and act upon requirements which can be organised on their behalf 4.3. Assess the progress of pre-production activities against timelines and budget and make adjustments accordingly 4.4. Determine any need for additional resources to be applied and take necessary action to ensure production requirements are met 4.5. Communicate with appropriate personnel regularly throughout the pre-production phase in an open

ELEMENT	PERFORMANCE CRITERIA
	manner to maintain positive working relations and to ensure efficient, safe and disciplined production practices
5. Prepare, distribute and maintain required production documentation and information	5.1. Prepare and/or check production documentation and information and ensure it is complete, accurate and legible and meets with production requirements 5.2. Copy and circulate production documentation and information of the relevant personnel in accordance with organisational procedures 5.3. Develop and maintain accurate records of distribution of documentation 5.4. Continually review and update documentation to reflect changed production requirements

Required Skills and Knowledge

REQUIRED SKILLS AND KNOWLEDGE

This section describes the skills and knowledge required for this unit.

Required skills

- effective leadership, negotiation and problem solving techniques in relation to production management
- principles for communicating effectively with people with diverse interests and needs
- commonly occurring issues and challenges in the production management process and ways of addressing these
- meeting procedures and protocols as they apply to the operation of production meetings

Required knowledge

- content of the script or other source document
- in depth understanding of all artistic and technical elements of the production/event, e.g. staging, lighting and sound elements, sufficient to be able to co-ordinate all aspects
- relevant occupational health and safety legislation and regulation as it applies to all production areas
- industrial awards and workers' compensation regulations as they apply to the production staff
- required content, format and timing of different types of documentation developed and distributed by a production manager

Evidence Guide

EVIDENCE GUIDE

The Evidence Guide provides advice on assessment and must be read in conjunction with the performance criteria, required skills and knowledge, range statement and the Assessment Guidelines for the Training Package.

Overview of assessment

Critical aspects for assessment and evidence required to demonstrate competency in this unit

The following evidence is critical to the judgement of competence in this unit:

- ability to effectively plan, administer and monitor the entire pre-production planning phase for a live production/event
- ability to manage a range of tasks concurrently and in accordance with production deadlines
- knowledge of all technical, staging and artistic aspects of the production
- ability to effectively communicate and delegate within a production management context.

Context of and specific resources for assessment

The assessment context must provide for:

- practical demonstration of skills through the management of more than one production to allow the candidate to effectively plan, administer and monitor the entire pre-production planning phase for more than one live production/event
- preparation and use of a broad range of production documents within typical workplace constraints
- involvement of and interaction with a production team to reflect the importance of collaboration and negotiation skills within this unit.

Method of assessment

Assessment may incorporate a range of methods to assess practical skills and the application of essential underpinning knowledge, and might include:

- evaluation of the planning and management of a production for which the candidate has been responsible
- interviews with other production personnel to establish the effectiveness of various aspects of production management for which the candidate has been responsible
- evaluation of production documentation prepared by the candidate
- written or oral questioning to test knowledge of all

EVIDENCE GUIDE	
	technical, staging and artistic aspects of the production • written or oral questioning to test knowledge of industrial awards, occupational health and safety issues and regulations and any other regulatory matter • review of portfolios of evidence and third party workplace reports of on-the job performance by the candidate. Assessment methods should closely reflect workplace demands and the needs of particular groups (e.g. people with disabilities, and people who may have literacy or numeracy difficulties such as speakers of languages other than English, remote communities and those with interrupted schooling).
Guidance information for assessment	Assessment of this unit requires access to: • industry-current production documents • a production and production crew • relevant occupational health and safety regulations.

Range Statement

RANGE STATEMENT

The range statement relates to the unit of competency as a whole. It allows for different work environments and situations that may affect performance. Bold italicised wording, if used in the performance criteria, is detailed below. Essential operating conditions that may be present with training and assessment (depending on the work situation, needs of the candidate, accessibility of the item, and local industry and regional contexts) may also be included.

Relevant personnel may include:

- assistant stage manager
- choreographer
- designers
- director
- make-up
- management
- performers
- production manager
- technical staff of any type
- wardrobe
- other specialists

Staging and technical elements for the production may include:

- sets
- props and costumes
- sound equipment
- audiovisual equipment
- musical instruments
- special flooring
- warm-up areas
- production desk
- lighting

Production documentation may include:

- address lists
- agents' lists
- artists call sheet, e.g. publicity call sheet
- budgets
- bump in or bump out schedule
- company lists
- contact lists
- directors notes
- distribution lists
- ground plans
- information on location and rehearsal facility and related elements

RANGE STATEMENT

	• preliminary cue synopses • production meeting agendas • production meeting minutes • production plan • props lists • publicity materials • scene breakdown/working division • scene breakdowns • scenery lists • set designs • texts • time sheets • timings/choreography for scene changes • trip note books • wardrobe lists • weekly rehearsal schedules
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Unit Sector(s)

Unit sector	
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Competency field

Competency field	
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Co-requisite units

Co-requisite units		