



Australian Government

Department of Education, Employment and Workplace Relations

CUESMT11B Create, update and use production reference documents

Revision Number: 1

CUESMT11B Create, update and use production reference documents

Modification History

Not applicable.

Unit Descriptor

Unit descriptor	This unit describes the skills and knowledge required to create and maintain the range of production documents used during rehearsals and performances. 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	Stage managers apply the skills and knowledge outlined in this unit. In this role they are responsible for ensuring that production documentation is up to date, in particular documentation related to prompting and cueing performers. This unit has strong linkages to the following units, and combined training and/or assessment with those units may be appropriate: • CUESMT09B Plot and rehearse cues • CUESMT08B Call the production/event.
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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. Determine requirements for production reference documents	1.1. Read and interpret production and design documentation to achieve an understanding of the artistic and technical aspects of the project 1.2. Liaise with relevant colleagues to determine precise documentation requirements and scope of individual responsibilities
2. Create and maintain production reference documents	2.1. Draft production reference documents using the appropriate format for the type of production and in accordance with organisational requirements 2.2. Accurately and appropriately record information required to stage the production on the script 2.3. Confirm drafts with relevant colleagues and make correct adjustments as required 2.4. Copy and circulate copies of document in accordance with production requirements, maintaining accurate records of distribution
3. Use production reference documents during rehearsals	3.1. Provide accurate prompts and cues at the appropriate time in accordance with technical and director's requirements 3.2. Adjust physical elements in accordance with the setting and running documents 3.3. Provide prompts and cues sensitively ensuring appropriate timing accuracy and audibility for performers 3.4. Use documents appropriately to stand in for absent cast members when required 3.5. Update documentation as required to ensure currency of versions being used

Required Skills and Knowledge

REQUIRED SKILLS AND KNOWLEDGE

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

Required skills

- documentation requirements for different types of production
- documentation requirements of different cast and crew

Required knowledge

- broad understanding of artistic and technical elements of the production/event such as staging, lighting and sound elements, including roles and responsibilities of different cast and crew
- the features and formats of source documents used to create production reference documents including scripts
- the features of and formats used for different production reference documents, including production script, cue sheets and running sheets
- communication techniques for the provision of prompts and cues

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:

- correct interpretation of artistic and technical requirements of the production/event
- ability to create accurate, clear and technically correct production reference documents
- knowledge of the range of documentation used in different types of production.

Context of and specific resources for assessment

The assessment context must provide for:

- practical demonstration of skills through the creation and use of documents for at least two different productions
- interaction with and involvement of a technical and performance team to reflect the collaborative nature of the process
- presence of time pressures in the creation and updating of documents.

Method of assessment

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

- review of production reference documents prepared by the candidate
- project activity which allows the candidate to create documents for different productions
- written or oral questioning to assess knowledge of artistic and technical requirements of the production/event
- 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

EVIDENCE GUIDE	
	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: • a production • source documentation on which production reference documentation can be based • a rehearsal venue.

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.

<i>Relevant colleagues</i> may include:	• artistic specialist • artists/performers • choreographers • conductor • designers • director • musical director • production manager • technical director • technical staff
<i>Production reference documents</i> must include:	• cue sheet • production script • running sheet
<i>Production reference documents</i> may include:	• 'doubling' list • cast list • cast/character/costume/props matrix • directors notes • extract lists • notated score • quick change lists • rehearsal scene breakdown • scene-by-scene principles and extras lists
<i>Information</i> for the <i>production script</i> may include:	• backstage calls and announcements • cues and standbys to performers and technicians • cuts and additions to script • front-of-house calls • location, use and movement of props, costumes and set pieces • musical score requirements • other performer movements, eg entrances, exits, moves 'on stage' • performer calls • repeats, pauses, vocal dynamics and other

RANGE STATEMENT	
	notations relating to performance
Prompting may take place:	• during a technical run through • in dress rehearsal • in ordinary rehearsals • in the live production/event

Unit Sector(s)

Unit sector	
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Competency field

Competency field	Media and entertainment production - stage management
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Co-requisite units

Co-requisite units		