



Australian Government

Department of Education, Employment and Workplace Relations

CUETEM07B Tour the production

Revision Number: 1

CUETEM07B Tour the production

Modification History

Not applicable.

Unit Descriptor

Unit descriptor	This unit describes the skills and knowledge required to coordinate arrangements for a touring production. The unit focuses only on the additional skills and knowledge for touring and would always be combined with other stage management and technical units in the workplace. 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	Touring responsibilities will vary in accordance with the job role but the unit is particularly relevant for stage managers and other senior technical production personnel who make general touring arrangements and need to adapt aspects of a production for touring. This unit has linkages with a wide range of other technical and stage management units, and combined assessment and/or training with those may be appropriate.
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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. Identify and plan tour requirements	1.1. Review tour schedule and other production documentation to correctly identify implications for the area of work 1.2. Source and evaluate relevant information on local touring venues/locations 1.3. Evaluate implications and make appropriate plans for touring, including consideration of timelines, budget and allocation of responsibilities 1.4. Liaise with relevant colleagues to discuss and agree on specific tour requirements as required 1.5. Make plans for touring in accordance with legal requirements and regulations 1.6. Create accurate documentation on touring requirements to allow for easy interpretation by others
2. Implement touring plans and variations	2.1. Organise workflow of self and others to allow for additional work required to implement touring plans 2.2. Advise colleagues on specific variations required in accordance with plans and ensure availability of physical and financial resources 2.3. Monitor touring requirements in accordance with timelines, budget and quality requirements 2.4. Make accurate updates to relevant documentation and information to reflect production variations
3. Provide briefings on tour requirements	3.1. Prepare and distribute documentation relating to tour requirements to appropriate personnel, including touring venue personnel as required 3.2. Provide accurate and current advice to touring personnel in relation to specific local regulations and procedures
4. Solve problems which arise on tour	4.1. Identify and respond to problems promptly 4.2. Initiate short-term action to resolve the immediate problem where appropriate 4.3. Analyse problems for any long-term impact and assess and action potential solutions 4.4. Present a positive image of the organisation and its contracted suppliers at all times 4.5. Take responsibility for resolving the problem within the scope of individual authority, and consult with others in accordance with organisational procedures

ELEMENT	PERFORMANCE CRITERIA
	4.6. Take appropriate follow-up action to monitor the effectiveness of chosen solutions

Required Skills and Knowledge

REQUIRED SKILLS AND KNOWLEDGE

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

Required skills

- communication, negotiation and problem solving in relation to situations which arise during touring

Required knowledge

- the production touring process, key roles and responsibilities, and special issues that apply to touring a production
- the type of production variations/adjustments that may need to be made for touring
- work planning and delegation techniques in relation to touring a production
- relevant award and enterprise agreements and how touring arrangements can be impacted by these
- legislative requirements that impact on touring arrangements, including occupational health and safety requirements
- features, formats and purposes of the range of documentation required for a touring production

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:

- effective use of scheduling tools and techniques to organise and prioritise work
- communication and negotiation skills and their application to production touring
- knowledge of the particular issues, requirements and documentation that impact on a touring production, including the roles and responsibilities of different production personnel.

Context of and specific resources for assessment

The assessment context must provide for:

- practical demonstration of skills through the planning and implementation of touring arrangements for a touring production.

Method of assessment

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

- evaluation of a report prepared by the candidate on the planning and implementation process for touring
- case studies to assess ability to plan arrangements for a variety of touring situations
- oral or written questioning to assess knowledge of particular regulations or procedures that apply to touring
- review of portfolios of evidence and third party workplace reports of on-the-job performance by the candidate.

Guidance information for assessment

Assessment of this unit requires access to:

- touring venues for the production
- the full range of production resources and equipment.

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.

Tours may occur:

- interstate
- intrastate
- overseas
- regional areas

Other production documentation may include:

- budget
- location agreements
- performers' contracts

Relevant location information may include:

- access, e.g. hours, truck access, parking
- amenities and facilities, including food and beverage facilities
- masking requirements
- power capacity
- technical specifications, including power capacity
- venue layout and dimensions, e.g. backstage, auditorium, stage

Specific tour requirements will vary in accordance with the area of work and may include:

- accommodation (for cast, crew)
- adaptation to physical elements
- additional equipment
- personnel requirements
- publicity arrangements, e.g. interviews, photo calls, publicity with local media
- special financial arrangements, e.g. petty cash, time and wages books, letters of credit
- special packing or transportation for physical elements
- transport (air, sea, land)

Legal requirements and regulations which impact on touring may include:

- differing requirements between States/Territories in Australia
- industrial awards governing travel, rehearsal and performance provisions
- regulations affecting overseas touring, e.g. customs, quarantine

RANGE STATEMENT	
	• safety issues in relation to the transportation of materials and equipment
<i>Relevant documentation and information</i> may include:	• accommodation lists • address lists and agent lists • artists call sheets, e.g. publicity call sheets • bump in schedules • company lists • contact lists • dressing room lists • front-of-house information and distribution lists • ground plans • local contacts • maps and information on touring cities and towns • meeting minutes • performance schedule • production schedules • props lists • scenery lists • technical plots, e.g. flying plots and dome plots • texts and meeting agenda • tickets • time sheets • tour itineraries • transport details • understudy/covers lists • venue information • wardrobe lists and preliminary cue synopses
Overseas tours may require the following <i>documentation</i> to be prepared:	• carnets for air and sea freight • customs and quarantine documentation, e.g. travel permits or visas for personnel • luggage labels • translations of script and organisation documentation and information on activity
<i>Problems</i> on tour may include:	• equipment or transportation breakdown • group conflict or dissatisfaction • loss of equipment or other valuables • need for further adjustments to physical elements

RANGE STATEMENT

	• poor supplier performance • service complaints • sickness, injury or death • unexpected delays
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Unit Sector(s)

Unit sector	
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Competency field

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

Co-requisite units		