



Australian Government

Department of Education, Employment and Workplace Relations

CUEPMT11A Manage the production process

Release: 1

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Modification History

Not applicable.

Unit Descriptor

This unit describes the skills and knowledge required for the overall management of the pre-production phase, including determination and co-ordination of all production resources. It includes the development of an in-depth understanding of both the creative and technical aspects of a live production/event. Management of 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. A production manager with considerable production experience would generally undertake this role.

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Application of the Unit

Not applicable.

Licensing/Regulatory Information

Not applicable.

Pre-Requisites

Not applicable.

Employability Skills Information

Not applicable.

Elements and Performance Criteria Pre-Content

Not applicable.

Elements and Performance Criteria

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Element	Performance Criteria
1 Interpret the creative parameters of the production	1.1 Participate in preliminary discussions with appropriate 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 Co ordinate production meetings	3.1 Liaise with appropriate 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.

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| 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 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 appropriate 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

Not applicable.

Evidence Guide

Underpinning skills and knowledge

Assessment must include evidence of the following knowledge and skills:

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

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

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.

Linkages to other units

This unit has strong linkages to the following units, and combined training and/or assessment is recommended:

CUFPOP02B - Determine resource requirements for total production

CUFPOP03B - Compile a production schedule

Critical aspects of evidence

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.

Method and context of 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.

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 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).

Resource requirements

Assessment of this unit requires access to:

industry-current production documents

a production and production crew

relevant Occupational Health and Safety regulations.

Key competencies in this unit

Key competencies are built into all workplace competencies. The following table describes those applicable to this unit. Trainers and assessors should ensure that they are addressed in training and assessment.

Level 1 = Perform

Level 2 = Administer and Manage

Level 3 = Design and Evaluate

Collecting, organising and analysing information (3)

Interpreting creative parameters.

Communicating ideas and information (3)

Providing briefings.

Planning and organising activities (3)

Developing and implementing an operational plan.

Working with others and in teams (3)

Chairing production meetings.

Using mathematical ideas and techniques (1)

Calculating timelines.

Solving problems (3)

Managing conflict between production personnel.

Using technology (1)

Using technology as a communication tool.

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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

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Using technology as a communication tool.

Range Statement

The following explanations identify how this unit may be applied in different workplaces, sectors and circumstances.

Appropriate personnel may include:

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

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:

texts
set designs
ground plans
directors notes
scene breakdowns
timings/choreography for scene changes
weekly rehearsal schedules
production meeting agendas
production meeting minutes
distribution lists
company lists
contact lists
address lists
agents' lists
information on location and rehearsal facility and related elements
props lists
scenery lists
wardrobe lists
preliminary cue synopses
time sheets
production plan

scene breakdown/working division
artists call sheet, e.g. publicity call sheet
trip note books
publicity materials
bump in or bump out schedule
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Unit Sector(s)

Not applicable.