



Australian Government

Department of Education, Employment and Workplace Relations

CUFBRD302A Provide production support for television productions

Revision Number: 1

CUFBRD302A Provide production support for television productions

Modification History

Not applicable.

Unit Descriptor

Unit descriptor	This unit describes the performance outcomes, skills and knowledge required to assist producers and directors during production of television programs. 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	Producers' assistants (PAs), also known as directors' assistants (DAs), apply the skills and knowledge described in this unit. Generally they work directly to a producer or director. They provide essential administrative, production and technical support in the lead-up to and recording of television productions. During actual production, producers' assistants generally call upcoming shots and cue required sources for standby and input. Usually they are well-organised, highly flexible individuals who possess a good overview of most facets of television production. The role is often a preliminary step towards becoming a producer, director or floor manager. More complex skills associated with the role of floor managers are covered in: CUFPPM405A Floor manage studio shoots.
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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
Prepare for studio recording and operations	1. Discuss and assimilate full details of production requirements with relevant production personnel 2. Prepare script materials and other documentation in required format as directed by relevant production personnel and according to enterprise procedures 3. Copy and distribute required documentation to relevant production areas where applicable 4. Confirm bookings for facilities in sufficient time and liaise with artists and other resource providers to ensure they are briefed fully 5. Coordinate availability of production requirements and ensure script timings and durations are correct where applicable
Call shots and cue in sources during productions	6. Advise relevant production personnel of production requirements and of changes to previous directions 7. Ensure relevant production personnel are familiar with cueing and cueing procedures to be used during productions 8. Give cues on time to meet production requirements and in a manner enabling relevant personnel to act accordingly 9. Cue visual and audio sources and communicate with relevant production personnel to ensure they meet production requirements 10. Call shots as they happen to meet production requirements, and physically roll pre-recorded items as required 11. Time durations and pre-recorded items, including compilations and retakes, and make calculation in hours, minutes and seconds
Arrange post-production requirements	12. Note script changes from original and produce accompanying documentation according to enterprise procedures 13. Ensure materials are properly identified, described and labelled to facilitate post-production activities 14. File relevant documentation and complete outstanding administrative or clerical matters to achieve closure on production

Required Skills and Knowledge

REQUIRED SKILLS AND KNOWLEDGE

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

Required skills

- communication and organisational skills sufficient to:
 - liaise with relevant production personnel, e.g. editors, directors, station managers
 - understand and carry out instructions and creative directions as required
 - prepare relevant documentation and production information
 - call shots and cues clearly using intercoms and talkback facilities during production
 - communicate effectively on the telephone and with two-way communication devices
 - assist with securing copyright clearances
- technical skills sufficient to:
 - use standard word processing, database and spreadsheet applications in the context of providing production support
 - apply relevant file management protocols across a range of operating systems
 - use intercom and two-way communication devices to send and receive messages efficiently and effectively
- initiative and enterprise in the context of being flexible and dealing with the unexpected during productions
- literacy and numeracy sufficient to:
 - undertake a range of administrative and clerical duties
 - interpret production schedules, scripts, running sheets
 - accurately record timings and durations of production components
 - provide information on expenditure against budgets
- self-management skills sufficient to:
 - prioritise work tasks
 - work under pressure and meet deadlines
 - make decisions within level of own responsibility
 - seek expert assistance when problems arise

Required knowledge

- industry knowledge, including:
 - functions of technical areas, e.g. sound, lighting, camera, video operations
 - roles and responsibilities of personnel in broadcast operations and production
 - understanding of the artistic and technical elements of a production
 - broadcast terminology

REQUIRED SKILLS AND KNOWLEDGE

- OHS standards as they apply to working in broadcast operations and working for periods of time on computers

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	Evidence of the following is essential: • preparation of production support material for television productions • ability to give and follow directions precisely during productions • collaborative approach to work • ability to work to deadlines.
Context of and specific resources for assessment	Assessment must ensure: • access to actual or simulated production situations • interaction with producers/directors and crew involved in productions intended for broadcast • access to appropriate learning and assessment support when required • use of culturally appropriate processes and techniques appropriate to the language and literacy capacity of learners and the work being performed.
Method of assessment	A range of assessment methods should be used to assess practical skills and knowledge. The following examples are appropriate for this unit: • direct questioning combined with review of portfolios of evidence and third-party workplace reports of on-the-job performance • evaluation of a range of material prepared for productions by the candidate • observation of the candidate calling shots and cueing in sources during productions • written or verbal questioning to test knowledge as listed in the required skills and knowledge section of this unit.
Guidance information for assessment	Holistic assessment with other units relevant to the industry sector, workplace and job role is recommended, for example: • CUFPPM301A Plan and prepare programs.

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.

Production requirements may include:

- attributions
- audience
- budget
- capabilities of the studio
- confidentiality
- content
- contractual
- copyright
- deadlines
- direct quotes
- duration
- intellectual property
- interviews
- location
- props
- purpose
- schedule
- sets
- style
- wardrobe.

Production personnel may include:

- audience
- camera personnel
- design personnel
- director
- floor manager
- general public
- lighting personnel
- performers, e.g.:
 - cast
 - presenters
 - contestants
 - extras

RANGE STATEMENT	
	• producer • production personnel • sound personnel • studio personnel • technical director • technical producer • other technical personnel.
Documentation may include:	• booking sheets and confirmations • budget reports • cast information • contact sheets • copyright clearances • running sheets • schedules • scripts and ancillary information, e.g.: • shot descriptions • shot numbers • camera numbers • cue information • lighting cues • videotape track information • graphics or digital effects information • durations • timings.
Production areas may include:	• accounts/dispatch • audio booths • graphics • interactive media programmers • lighting operators • master control • outside broadcasts • post-production suites • remote camera position • sound suites/desks • studio • video operations.
Facilities may include:	• audio facilities • cameras • computer equipment

RANGE STATEMENT	
	• graphics • headsets • hired venues • office facilities • outside broadcast • post-production suites • replay machines, e.g. DVD players • still stores • storage servers • studio • talkback intercoms • transport • two-way communication systems • video equipment.
<i>Productions</i> may include:	• arts programs • children's programs • documentary style programs • dramas • game shows • interview and forum programs • lifestyle programs • news and current affairs programs • outside broadcasts, e.g. sporting events • sport programs • variety programs • youth programs.
<i>Cues</i> may include:	• camera, video stand-by • ready calls • script references by number • stand-bys • talkback with floor manager • time calls.
<i>Call shots</i> may include:	• countdowns • first and last words spoken • hand signals • stand-bys, e.g. stand by to roll or record • time calls • verbal • visual, e.g. torch.

Unit Sector(s)

Unit sector	
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Competency field

Competency field	Media and entertainment production - broadcasting
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Co-requisite units

Co-requisite units		