



Australian Government

Department of Education, Employment and Workplace Relations

CUFPPM403A Coordinate film and media production services and resources

Revision Number: 1

CUFPPM403A Coordinate film and media production services and resources

Modification History

Not applicable.

Unit Descriptor

Unit descriptor	This unit describes the performance outcomes, skills and knowledge required to coordinate resources across a wide range of screen, media and entertainment activities. Teamwork is a key feature of this role and generally speaking people in this position are responsible for supervising a team, while reporting to a production manager or director/producer. Employment is often on a freelance basis. 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 coordinators, unit managers and first assistant directors are typically responsible for applying the skills and knowledge described in this unit. Typical screen, media and entertainment productions include drama, documentaries, and television or radio coverage of live events such as the Olympic Games, national and state elections, theatre productions, live concerts and festivals. The scale of a production or event will determine whether one or more people are responsible for these activities. More complex skills associated with location management are covered in: • CUFPPM504A Manage locations for film and media productions.
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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
Coordinate administrative requirements	1. Confirm resources required for productions, in consultation with relevant production staff 2. Assess required production resources against allocated budgets and recommend adjustments to production resources and allocated budgets as required to relevant production staff 3. Prepare, update and distribute production documentation in line with enterprise procedures 4. Advise suppliers of changes to requirements according to agreed procedures 5. Prepare and coordinate travel and accommodation arrangements for production staff 6. Prepare briefing material for written and verbal communications to production staff 7. Maintain production progress reports and records, and monitor production budgets 8. Maintain resource documentation 9. Coordinate transport of resources and personnel as required depending on location and location services available
Organise production resources	10. Identify appropriate sources for required resources 11. Identify and research new sources of supply where required 12. Negotiate costs to achieve optimum budget outcomes 13. Procure production resources in a timely manner, including organising agreements with suppliers and providers as required 14. In consultation with relevant personnel, identify and source alternative resources should preferred resources be unavailable 15. Book resources as required to meet production brief and budget, and according to organisational procedures
Coordinate resources and services during productions	16. Prepare and distribute daily production documentation to relevant production staff 17. Make regular checks on supply and condition of resources with relevant production staff 18. Manage efficient distribution of resources throughout production, maintaining sufficient supply of resources to meet production requirements, budget and schedule 19. Ensure resources are handled and stored correctly

ELEMENT	PERFORMANCE CRITERIA
	20. Communicate changes to the availability of resources and to production documentation in a timely manner
Finalise production services	21. Assist with finalising outstanding accounts with suppliers 22. Ensure office files and records are stored safely and in a suitable format 23. Prepare documentation at conclusion of production in line with organisational procedures 24. Return hired facilities, place valuable props and consumables in secure storage and dispose of unneeded materials according to organisational procedures 25. Leave worksite in the original or improved condition, ensuring no adverse impact on the site 26. Evaluate own role in provision of production services and note areas for improvement

Required Skills and Knowledge

REQUIRED SKILLS AND KNOWLEDGE

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

Required skills

- communication and teamwork skills sufficient to:
 - liaise with a wide range of production staff
 - supervise team members
 - convey changes to production schedules in an effective and efficient manner
 - prepare production documentation
- initiative and flexibility sufficient to:
 - locate resources
 - undertake a range of tasks concurrently
- capacity to solve problems while under pressure with minimum disruption to workflow
- technical skills sufficient to use standard word processing, database and spreadsheet applications sufficient to coordinate production services
- self-management skills sufficient to:
 - prioritise work tasks
 - work under pressure and meet deadlines
 - seek expert assistance as required
- literacy skills sufficient to prepare briefing notes and complete workplace documentation
- numeracy skills sufficient to interpret budgets and cost estimates

Required knowledge

- well-developed understanding of administrative procedures associated with running a production office
- industry knowledge, including:
 - structure of relevant screen, media or entertainment industry sector
 - roles and responsibilities of personnel
 - issues and challenges that arise when coordinating production services
 - impact of technology on production operations
 - broad understanding of the artistic and technical elements of a production
 - typical industry booking system and procedures for production resources
 - sources of supply for production resources
 - required protocols and content of letters of agreement and supplier agreements
- duty of care to colleagues and the general public, especially on location
- OHS and public safety procedures as they relate to coordinating production services

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:

- strong teamwork capacities, including the ability to work under direction and to supervise others
- effective management and monitoring of the acquisition and use of production resources
- knowledge of industry protocols and procedures in relation to acquiring a range of production resources and services
- ability to work within production deadlines and to organise appropriate documentation relevant to production needs and schedules
- effective organisational and time management skills demonstrated through the management of multiple and complex resource requirements.

Context of and specific resources for assessment

Assessment must ensure:

- access to production schedules or other source material
- access to current industry operational documentation, e.g. details of supplier contracts, brochures and schedules
- practical demonstration of skills through the management and monitoring of resource acquisition for multiple productions
- exposure to and hands on experience with office procedures and processes
- involvement of and interaction with a production team to reflect the collaborative nature of the production process
- 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

EVIDENCE GUIDE	
	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 production documentation produced by the candidate, including discussion with candidate about the process followed to coordinate production services • written or oral 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: • BSBCRT402A Collaborate in a creative process • CUETEM01C Coordinate production operations • CUETEM03C Establish and manage production requirements and resources.

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.

Resources may include:

- camera and sound equipment
- catering facilities
- computers
- costumes
- fixed line telephones
- four-gallon drums
- location caravans
- loud hailer
- make-up van
- marquees or shelters
- microwave links
- mobile telephones
- office furniture
- office space
- office supplies
- props
- sets
- signage
- studio facilities
- tables and chairs
- toilets
- two-way radios
- vehicles.

Productions may include:

- animated productions
- commercials
- documentaries
- feature films
- festivals
- music videos
- outside television and radio broadcasts
- range of multimedia productions
- short films
- stage performances.

RANGE STATEMENT***Production staff*** may include:

- associate producer
- camera personnel
- cast, performers, presenters and extras
- co-producer
- design personnel
- director
- executive producer
- lighting personnel
- producer
- production manager
- safety personnel
- sound personnel
- stage manager
- technical director
- technical producer
- writers
- other technical/specialist staff.

Production documentation may include:

- daily production schedules and call sheets, including:
 - call time
 - set-up time
 - wrap and departure times for cast, crew and production resources
 - location details of production facilities
- 1. budget reports
- 2. cast lists
- 3. contracts
- 4. copyright records
- 5. courier booking sheets
- 6. crew lists
- 7. databases
- 8. location photographs and maps
- 9. maps and location plans
- 10. progress reports
- 11. scripts and script revisions
- 12. shooting schedules
- 13. stock and asset records
- 14. telephone and address records
- 15. transport order forms

RANGE STATEMENT	
	16. travel booking sheets 17. visas 18. work permits.
Resource documentation may include:	• booking details • clearances and permits • records of dispatch and return details • resource inventories, including information on: • type • amount • location • history • servicing schedules.
Locations may include:	• day and night • exterior location, e.g. street festival or sporting arena • interior location, e.g. theatre or entertainment venue • land-based • outside broadcast van or studio • sea-based • television or film studio.
Location services may include:	• fire equipment • generators • microwave links • pedestrian and vehicle access • power sources • recreational facilities, including barbeque facilities • sewage and drainage • shelters • transmission facilities • water supply.

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		