



Australian Government

Department of Education, Employment and Workplace Relations

CUFPPM408A Compile production schedules

Revision Number: 1

CUFPPM408A Compile production schedules

Modification History

Not applicable.

Unit Descriptor

Unit descriptor	This unit describes the performance outcomes, skills and knowledge required to compile schedules for productions or events in the screen, media and entertainment industries. The task of compiling production schedules is a significant aspect of pre-production planning in the screen, media and entertainment industry sectors. Even though people in this role operate with a high degree of autonomy, they are members of a production team and need to work collaboratively with colleagues. 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	Senior production personnel, such as production or event managers and coordinators, apply the skills and knowledge described in this unit. Depending on the size of the production, this person may also be responsible for developing the resource schedule on which the production schedule is based. More complex skills associated with managing pre-production activities are covered in: CUFPPM601A Plan and manage film and media pre-production.
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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
Confirm resources required	1. Analyse and interpret resource schedules to confirm resources required for each stage in the production process 2. Consult with all departments involved in the production to clarify and confirm their requirements 3. Confirm accuracy and feasibility of resource schedules against overall production requirements 4. Conduct discussion with colleagues in a manner that promotes positive working relationships 5. Identify non-resource issues that may affect production schedules and collate and compile relevant information
Compile production schedules	6. Create appropriate production timeline, ensuring that schedule identifies clearly and accurately major responsibilities, stages, tasks and target dates required to deliver productions within budget and to deadline 7. Ensure that schedules clearly and realistically allocate the resources required 8. Identify and accommodate issues that could affect the timing and sequence of tasks within schedules 9. Allocate time to each stage of the production that is realistic and sufficient to enable objectives to be met 10. Ensure that time allocated enables efficient use of resources 11. Identify factors that may cause production delays and develop contingency plans to accommodate possible delays
Finalise production schedules	12. Ensure schedules are accurate, comprehensive and presented clearly 13. Distribute schedules promptly to relevant personnel and allow adequate opportunities for them to ask questions and seek clarification 14. Resolve difficulties and ambiguities in the understanding or implementation of schedules as required 15. Revise schedules as required and communicate changes promptly to relevant personnel 16. Develop and maintain an appropriate, clear and easily accessible recording system for all information relating to production schedules

Required Skills and Knowledge

REQUIRED SKILLS AND KNOWLEDGE

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

Required skills

- effective communication, literacy and teamwork skills sufficient to:
 - interpret resource schedules
 - interact with people with diverse interests and needs and from diverse cultural backgrounds
 - negotiate with a wide range of production personnel and external suppliers and service providers
 - generate and distribute accurate production schedules
- well-developed planning and organisational skills sufficient to prepare production schedules that take all resource factors into account
- self-management skills sufficient to work under pressure and meet deadlines
- initiative and flexibility sufficient to identify and accommodate factors that may have an adverse impact on production schedules
- technical skills sufficient to use scheduling software efficiently
- numeracy skills sufficient to interpret budgets and cost estimates

Required knowledge

- well-developed understanding of:
 - administrative procedures associated with compiling production schedules
 - commonly used techniques for creating production schedules
 - different ways of presenting production schedules
 - formats and features of resource schedules and associated production documentation
- industry knowledge, including:
 - roles and responsibilities of personnel in the screen, media and entertainment production industries
 - sound understanding of artistic and technical elements of productions or events, sufficient to be able to schedule all aspects appropriately
 - provisions of relevant industrial awards as they apply to the scheduling of production personnel
 - sources of products, supplies and equipment
 - impact of technology on production and post-production operations
 - issues and challenges that arise when compiling production schedules
- duty of care to colleagues and general public
- OHS legislation and regulations as they apply to scheduling of production personnel

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: • effective use of scheduling tools and techniques to create accurate and practical production schedules that take account of relevant issues • effective communication, negotiation and problem solving skills • collaborative approach to work.
Context of and specific resources for assessment	Assessment must ensure: • development of more than one production schedule for an actual production, to ensure that skills can be adapted to different circumstances • development of production schedules within commercially-realistic time constraints • involvement of and interaction with others to reflect the collaborative nature of the scheduling 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 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 schedules compiled by the candidate, including discussion with candidate about the process followed to produce schedules • 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,

EVIDENCE GUIDE

for example:

- BSBCRT402A Collaborate in a creative process
- CUETEM01C Coordinate production operations
- CUETEM03C Establish and manage production requirements and resources
- CUFPPM403A Coordinate film and media production services 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:

- equipment
- facilities
- human resources, e.g. cast and crew
- materials.

Stages in the production process may include:

- performance or event delivery
- post-production
- pre-production
- production.

Productions may include:

- animated productions
- commercials
- documentaries
- feature films
- interactive media productions
- live events
- music videos
- short films
- television productions of any type
- theatre productions.

Issues may include:

- access to rehearsal facilities
- access to venues and locations
- availability of performers and contributors
- availability of technical crew
- climate and weather
- continuity
- contract agreement and compliance
- daylight hours
- legal requirements
- logistics
- religious and cultural holidays.

Factors may include:

- community and local action against factors within productions
- equipment failure

RANGE STATEMENT	
	• illness • industrial action • weather.
<i>Relevant personnel</i> may include:	• art department personnel • choreographers • designers • directors • performers and presenters • producers • safety personnel • script supervisors • scriptwriters • stage managers • technical crew, including: • sound • lighting • camera • audiovisual • staging • special effects • venue management.

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		