



Australian Government

Department of Education, Employment and Workplace Relations

CUFPPM504A Manage locations for film and media productions

Revision Number: 1

CUFPPM504A Manage locations for film and media productions

Modification History

Not applicable.

Unit Descriptor

Unit descriptor	This unit describes the performance outcomes, skills and knowledge required to manage operations on location at film and media shoots. No licensing, legislative, regulatory or certification requirements apply to this unit at the time of endorsement.
------------------------	---

Application of the Unit

Application of the unit	Generally speaking, location managers apply the skills and knowledge described in this unit, since it is their role to manage all aspects of shooting a film or television production on location. During a shoot, they manage activities and movements at the location and are responsible for the health and safety of cast and crew. On larger productions, a location manager may supervise an assistant location manager or a unit manager. Units that cover related skills include: • CUFPPM405A Floor manage studio shoots • CUFPPM406A Organise production locations • CUFPPM503A Manage safety aspects of screen productions.
--------------------------------	--

Licensing/Regulatory Information

Not applicable.

Pre-Requisites

Prerequisite units		

Employability Skills Information

Employability skills	This unit contains employability skills.
-----------------------------	--

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.
---	--

Elements and Performance Criteria

ELEMENT	PERFORMANCE CRITERIA
Prepare locations for shoots	1. Ensure required resources are available prior to commencement of shoots and equipment is in full working order 2. Arrange and coordinate safe transport of equipment to locations and provide clear directions for production staff to reach locations 3. Oversee installation and testing of equipment at locations, using safe OHS practices 4. Adapt site to meet creative and technical requirements of productions and prepare contingency plans to resolve potential problems 5. Brief and update production staff, location owners and authorities on changes to production plans, schedules or facilities 6. Plan and implement OHS requirements for all activities and personnel at locations 7. Arrange cast and crew facilities as required and provide clear travel directions to each location
Manage location activities	8. Ensure all activities comply with production safety plan and organisational policies and procedures, and identify and minimise potential hazards 9. Take appropriate action to minimise disruptions from the public to productions and make alternative arrangements to manage normal traffic and pedestrian movement 10. Arrange safe storage of all equipment and other facilities while on location 11. Resolve creative and technical issues where possible to minimise negative impact on productions 12. Ensure that accidents and incidents are attended to swiftly and decisively, and that emergency services are contactable at all times 13. Take appropriate action if conditions of access to location are breached 14. Supervise activities of location management team as applicable
Finalise location operations	15. Ensure locations are returned to their original or an improved state 16. Organise removal and labelling of materials and equipment from locations, in compliance with OHS regulations

ELEMENT	PERFORMANCE CRITERIA
	17. Complete <i>production documentation</i> and reports and finalise outstanding contractual arrangements 18. Report any faults and concerns to relevant production staff 19. If appropriate, confirm creative and technical requirements for the next set-up and advise relevant production staff accordingly 20. Evaluate all aspects of completed projects 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

- well-developed communication, literacy and teamwork skills sufficient to:
 - deliver clear and viable presentations and briefings
 - liaise with a wide range of production staff and service providers
 - create a positive work environment on location for cast and crew
 - compile written and verbal reports in relation to production equipment and requirements
- technical skills sufficient to:
 - use standard word processing, spreadsheet and database applications
 - oversee installation of production equipment and facilities
- initiative and flexibility sufficient to:
 - resolve unexpected problems
 - interpret and act on script changes
 - manage a range of tasks concurrently
- self-management and planning skills sufficient to:
 - work under pressure and meet deadlines
 - manage work calmly and effectively to achieve goals and results
- well-developed organisational and administrative skills
- numeracy skills sufficient to interpret budgets and cost estimates

Required knowledge

- industry knowledge, including:
 - roles within and structure of the screen and media industry
 - role and features of technologies and equipment used to shoot screen and media productions
 - conditions of industrial awards and workplace agreements in relation to contracting cast and crew
 - phases of the production process
 - issues and challenges that arise in the process of managing locations for screen and media productions
- duty of care to colleagues and general public, especially on location
- creative elements of productions
- OHS and public safety procedures sufficient to film in a wide range of locations

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 management of production operations on location
- well-developed organisational and communication skills
- ability to manage a team while working under pressure
- demonstrated flexibility and problem solving skills.

Context of and specific resources for assessment

Assessment must ensure:

- opportunities to produce planning and production documentation
- access to a range of equipment and facilities as listed in the range statement
- access to productions that require shooting on location
- 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
- observation of the candidate managing production operations on location to assess candidate's ability to supervise crew and other personnel in the operation of a location
- written or oral questioning to test knowledge as listed in the required skills and knowledge section of this unit.

Guidance information for

Holistic assessment with other units relevant to the

EVIDENCE GUIDE**assessment**

industry sector, workplace and job role is recommended, for example:

- BSBCRT402A Collaborate in a creative process
- CUFPPM503A Manage safety aspects of screen productions.

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:

- cabling
- generators
- lights
- make-up
- sets and set dressings
- switchboards
- underwater lights
- utilities, including:
 - electricity
 - gas
 - water
 - telephone
 - wardrobe.

Equipment may include:

- announcer and guest chairs
- cables
- cameras
- headphones
- lighting
- microphones
- monitoring equipment
- outside broadcast vehicles
- processing equipment
- props
- recording and playback equipment
- scaffolds and other support equipment
- sets
- sound
- vision and audio mixing equipment.

Locations may include:

- aircraft
- day and night
- interior and exterior
- ships

RANGE STATEMENT	
	• studio • theatres • vehicles • virtual.
<i>Production staff</i> may include:	• assistant director • assistant location manager • camera personnel • cast and performers: • presenters • announcers • contestants • extras • general public • audience • director • emergency services, including: • ambulance • fire department • police • police rescue services • security services • helicopter services • trained medical personnel • lighting personnel • producer • security personnel • sound personnel • technical director • technical producer • unit manager • writer • other technical/specialist staff.
<i>Creative and technical requirements</i> may include:	• live-to-air broadcast • location issues, including: • audio isolation • space • ambience • electrical power • security

RANGE STATEMENT	
	• site safety plans • traffic • make-up • props • set dressing • wardrobe.
<i>Productions</i> may include:	• animated productions • commercials • documentaries • feature films • filmed events or performances • interactive media productions • live or pre-recorded television or radio productions of any type: • music, drama, comedy, variety and sport • forums or special events • music videos • short films.
<i>Potential problems</i> may include:	• audience or general public interference • communication dysfunctions • punctuality of cast, extras and crew • technical failures of equipment • weather conditions.
<i>OHS</i> may include:	• commonwealth, state and territory OHS regulations • relevant local government rules and regulations • relevant national and international standards, guidelines and codes of practice, e.g. Building Code of Australia.
<i>Cast and crew facilities</i> may include:	• catering • drinking water • mobile telephones • recreational facilities • shelters and shade • toilets • vehicles • wet weather gear.
<i>Production documentation</i> may	• barcodes • budget reports

RANGE STATEMENT

include:

- cast lists
- computer based
- contracts
- copyright records
- courier booking sheets
- crew lists
- databases
- location photographs and maps
- maps and location plans
- progress reports
- scripts and script revisions
- shooting schedules
- stock and asset records
- telephone and address records
- transport order forms
- travel booking sheets
- visas
- work permits
- written.

Unit Sector(s)

Unit sector

Competency field

Competency field

Media and entertainment production - production planning and management

Co-requisite units

Co-requisite units

Co-requisite units		