



Accredited Africa Training Institute for Capacity Development

Unit FO409, Hatfield Plaza · 1122 Burnett St, Hatfield 0028 · Pretoria, Gauteng · South Africa

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COURSE BROCHURE

Film and Television Production Resource Scheduling

Communication Studies and Language / Media Studies

Unit Standard 243963 · NQF Level 5 · 10 Credits · 7 Days

COURSE OVERVIEW

This course equips learners with the skills to effectively schedule and monitor resources in film and television production. It covers the principles of resource allocation, timeline management, and contingency planning to ensure efficient production workflows.

Category	Communication Studies and Language
Subfield	Media Studies
Unit Standard	243963
Accreditation	SAQA Accredited · NQF Level 5 · 10 Credits
Duration	7 days
Training Method	Online, On-Campus, In-House
Certificate	Issued via AATICD LMS – verifiable online

LEARNING OUTCOMES

- Apply resource scheduling principles to allocate personnel, equipment, and facilities for film and television productions.
- Analyze production timelines to identify resource conflicts and implement corrective actions.
- Evaluate resource utilization data to optimize efficiency and reduce waste.
- Design a resource schedule that aligns with production budgets and deadlines.
- Implement monitoring systems to track resource usage and adjust schedules as needed.
- Demonstrate the ability to communicate schedule changes effectively to production teams.

WHO SHOULD ATTEND

- This course is designed for production managers, assistant directors, line producers, and other professionals involved in planning and overseeing film or television production resources.

COURSE OUTLINE

Day 1: Introduction to Film and Television Production and Scheduling Fundamentals

- Overview of film and television production workflow (pre-production, production, post-production).
- Key production roles and their responsibilities (producer, production manager, scheduler, etc.).
- Introduction to resource scheduling: purpose and benefits.
- Basic scheduling concepts: timeline, milestones, dependency, lead time.
- The role of the production schedule in controlling costs and meeting deadlines.
- Overview of scheduling software and tools commonly used in the industry.

Day 2: Resource Identification and Categorization

- Types of production resources: crew, cast, equipment, props, costumes, locations, transport, catering.
- Script breakdown: extracting resource requirements from the script.
- Creating a resource inventory and availability matrix.
- Categorizing resources: owned, rented, borrowed, or hired.
- Resource lead times and procurement considerations.
- Practical exercise: script breakdown and resource listing.

Day 3: Scheduling Techniques and Tools

- Scheduling methodologies: linear, parallel, and modular scheduling.
- The stripboard (production board) system: structure and color-coding.
- Gantt charts: visualizing timelines and dependencies.
- Calendar scheduling for daily and weekly plans.
- Using scheduling software (e.g., Movie Magic Scheduling, Celtx, or Excel).
- Practical exercise: creating a stripboard for a short film scene.

Day 4: Resource Allocation and Conflict Resolution

- Principles of resource allocation: matching resources to tasks.
- Common scheduling conflicts: actor availability, equipment sharing, location permits.
- Conflict resolution strategies: reordering, splitting, or swapping resources.
- Buffer time and contingency planning.
- Communication protocols for schedule updates.
- Practical exercise: resolving a scheduling conflict scenario.

Day 5: Budgeting and Cost Control in Scheduling

- Linking schedule to budget: cost per day, overtime, penalties.
- Estimating resource costs: crew rates, equipment rental, location fees.
- Budget tracking and reporting during production.
- Cost-saving scheduling strategies: grouping scenes, minimizing overnight shoots.
- Practical exercise: creating a schedule with cost estimates.

Day 6: Advanced Scheduling: Multi-Unit and Complex Productions

- Scheduling for multi-unit shoots: parallel shooting, second unit coordination.
- Complex scene scheduling: stunts, crowd scenes, animal handling.
- Integrating post-production requirements: visual effects, sound, editing.
- Vendor coordination: equipment delivery, catering, transport.
- Risk assessment and safety scheduling.
- Practical exercise: scheduling a multi-unit shoot day.

Day 7: Final Project, Review, and Assessment

- Final project: develop a full resource schedule from a provided script.
- Presentation and peer feedback.
- Review of scheduling best practices and common mistakes.
- Written assessment covering theory and application.
- Course wrap-up and certification guidance.

ASSESSMENT & CERTIFICATION

Delegates are assessed through exercises and a final test. A mark of **50% or above** earns an **AATICD Certificate of Completion**, issued digitally with a unique verification code. This course carries **10 NQF credits** at **NQF Level 5**.

PRICING (PER DELEGATE, EX-VAT)

Delegates	Training Method	Price per Delegate	Total
1	Online	R 29,600.00	R 29,600.00
1	In-House	R 38,500.00	R 38,500.00
1	On-Campus (Pretoria)	R 44,400.00	R 44,400.00

UPCOMING SESSIONS

Start	End	Method	Venue
07 Aug 2026	17 Aug 2026	On-Campus	Johannesburg, South Africa
10 Aug 2026	18 Aug 2026	On-Campus	Cape Town, South Africa
11 Aug 2026	19 Aug 2026	On-Campus	Dubai, UAE
12 Aug 2026	20 Aug 2026	On-Campus	Pretoria, South Africa
13 Aug 2026	21 Aug 2026	On-Campus	Abu Dhabi, UAE
14 Aug 2026	24 Aug 2026	On-Campus	Durban, South Africa
14 Aug 2026	24 Aug 2026	On-Campus	Mauritius
17 Aug 2026	25 Aug 2026	On-Campus	Dubai, UAE

Contact us if no suitable date is listed – on-demand sessions can be arranged for groups.

HOW TO GET A QUOTE OR APPLY

1. **Get an instant quotation online:** visit www.aaticd.co.za, open the page for this course (Unit Standard 243963) and click **Get A Quote / Apply**. Select your training method and number of delegates – your quotation is generated immediately and emailed to you with the course brochure attached.
2. **Apply by email:** send the course title, your preferred training method (Online, In-House or On-Campus Pretoria), the number of delegates and your preferred dates to apply@aaticd.co.za – our team will reply with a formal quotation.
3. **Apply by phone or WhatsApp:** call **+27 12 004 8389** or WhatsApp **+27 65 077 6310** and we will prepare your quotation and reserve your seats.
4. **Confirm your booking:** accept the quotation and settle the invoice. As soon as payment is confirmed your delegates are enrolled and receive their AATICD LMS login details by email, along with joining instructions for their chosen training method.

Group discounts apply automatically – the more delegates you enrol, the lower the price per delegate. No payment is required to request a quotation.

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