



Australian Government

CUAPPR312 Document the creative work progress

Release: 1

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Modification History

Release	Comments
Release 1	This version first released with CUA Creative Arts and Culture Training Package Version 5.0.

Application

This unit describes the skills and knowledge required to document the conception, development and progress of own creative work.

The unit applies to individuals who work in a creative practice in any medium, and document their own creative work for personal use, as professional development informing future work; or for background information in an exhibition, or for research purposes, or to comply with the requirements of a funding body.

No licensing, legislative or certification requirements apply to this unit at the time of publication.

Unit Sector

Industry capability – Professional Practice

Elements and Performance Criteria

ELEMENT	PERFORMANCE CRITERIA
<i>Elements describe the essential outcomes.</i>	<i>Performance criteria describe the performance needed to demonstrate achievement of the element.</i>
1. Prepare to document work	1.1 Clarify intended audience and purpose for documentation in consultation with required personnel 1.2 Identify and evaluate information required for documentation 1.3 Consider copyright and intellectual property issues 1.4 Select structure and format required for documenting work 1.5 Organise collected information for documentation process
2. Record development of work	2.1 Select and review information related to each phase in development of work 2.2 Incorporate selected information into documentation

ELEMENT	PERFORMANCE CRITERIA
3. Present and evaluate documented work	3.1 Present documentation within required timeframes 3.2 Seek feedback from others on presentation and documentation 3.3 Determine strategies to improve future documentation using feedback obtained

Foundation Skills

This section describes those language, literacy, numeracy and employment skills that are essential to performance but not explicit in the performance criteria.

SKILL	DESCRIPTION
Learning	Improves own performance using feedback from others
Oral communication	- Confirms understanding of intended audience using listening and questioning techniques - Elicits views from required personnel on documentation process using specific and required language
Reading	Reads and applies required information for documentation of creative work
Writing	Develops material for intended audience using clear sequenced language, structure and format to convey explicit information
Teamwork	Discusses ideas with others using required communication practices
Planning and organising	Plans and organises information and methodology according to work progress and development

Unit Mapping Information

Supersedes and is equivalent to CUAPPR302 Document the creative work progress.

Links

Companion Volume Implementation Guide is found on VETNet -

<https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=1db201d9-4006-4430-839f-382ef6b803d5>