



Australian Government

CUAPPR406 Plan work space

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 2.0.

Application

This unit describes the skills and knowledge required to plan the allocation and use of space consistent with a concept or business plan.

It applies to individuals who need to plan their own work space, or the space for a small group, in a broad range of industry contexts. The work space may relate to exhibition space, performance space, office and administration space, a studio or workshop. This unit does not apply to work spaces requiring a specialist designer to respond to complex requirements or spaces for large numbers of people.

No licensing, legislative or certification conditions 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. Establish work space requirements	1.1 Review and analyse relevant information to determine work space and plan requirements 1.2 Consult users of the space and other relevant stakeholders to clarify requirements about its usage 1.3 Analyse potential usage patterns to determine specific requirements and constraints
2. Develop design concept for work space	2.1 Assess physical characteristics of the space in relation to its capacity to meet requirements 2.2 Assess safety and sustainability issues that impact on the

ELEMENT	PERFORMANCE CRITERIA
	<p>organisation of space</p> <p>2.3 Establish criteria for allocating space based on key objectives</p> <p>2.4 Allocate space within design according to agreed criteria</p> <p>2.5 Identify, negotiate and resolve conflicting demands for space according to criteria</p> <p>2.6 Evaluate and document requirements for fixtures and fittings</p>
3. Create plans for work space	<p>3.1 Develop plans in an appropriate format and within required timeframes and budget</p> <p>3.2 Include complete and accurate supporting information that will facilitate creating the space</p> <p>3.3 Check and finalise plans prior to implementation</p>

Foundation Skills

This section describes language, literacy, numeracy and employment skills incorporated in the performance criteria that are required for competent performance.

Skill	Performance Criteria	Description
Reading	1.1, 3.3	<ul style="list-style-type: none"> Reads and interprets a range of planning and design documentation to determine requirements for work space
Writing	2.4-2.6, 3.1, 3.2	<ul style="list-style-type: none"> Legibly documents information relating to physical characteristics of work space, required fixtures and fittings, and safety and sustainability requirements, in appropriate format, which may be annotated floor plans, computer drawings or sketches Completes relevant supporting documentation using clear and technically specific language and diagrammatic information
Oral Communication	1.2, 2.5	<ul style="list-style-type: none"> Listens to and notes specific information, using listening and questioning skills to confirm and clarify work space requirements and usage Participates in an oral exchange requiring some negotiation regarding competing demands for space
Numeracy	2.1	<ul style="list-style-type: none"> Collects and records measurements, quantities and costs, and interprets and documents the results and outcomes

		<ul style="list-style-type: none"> Interprets and uses ratios and scales to read and discuss the design and dimensions on the work space plan
Navigate the world of work	2.2	<ul style="list-style-type: none"> Appreciates the implications of legal and regulatory responsibilities relating to own work
Interact with others	1.2, 2.5	<ul style="list-style-type: none"> Uses appropriate communication practices to discuss and resolve potential conflicts
Get the work done	1.3, 2.1-2.4, 3.3	<ul style="list-style-type: none"> Plans and organises requirements according to job specifications Makes a range of critical and non-critical decisions often using a consultative process as part of the decision-making process Recognises and takes responsibility for addressing predictable problems in familiar work contexts

Unit Mapping Information

Code and title current version	Code and title previous version	Comments	Equivalence status
CUAPPR406 Plan work space	CUVPRP406A Plan work space	Updated to meet Standards for Training Packages and clarify intent. Minor edits to elements and performance criteria.	Equivalent unit

Links

Companion Volume implementation guides are found in VETNet -

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