



Australian Government

CUAPRP401 Coordinate props

Release: 1

CUAPRP401 Coordinate props

Modification History

Release	Comments
Release 1	This version first released with <i>CUA Live Performance and Entertainment Training Package Version 1.0</i> .

Application

This unit describes the performance outcomes, skills and knowledge required to source, obtain, prepare and monitor props for live productions.

Individuals who apply these skills work autonomously as they take responsibility for coordinating props. They may also be responsible for supervising others.

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

Unit Sector

Visual communication - props

Elements and Performance Criteria

Elements <i>Elements describe the essential outcomes.</i>	Performance Criteria <i>Performance criteria describe the performance needed to demonstrate achievement of the element.</i>
1. Determine prop requirements	1.1 Determine prop requirements with reference to production documentation 1.2 Consult with relevant personnel about artistic and functional requirements for props as required 1.3 Confirm budgets and timeframes that affect the purchase of props with relevant personnel
2. Obtain prop items	2.1 Undertake research on the style and nature of props required to establish a clear picture of requirements 2.2 Investigate options and potential sources of props, to achieve the best outcome 2.3 Locate props that meet design specifications, time and budgetary constraints 2.4 Acquire props and document acquisition details according to organisational procedures
3. Prepare and maintain props during productions	3.1 Prepare and check prop items prior to performances so that required items are available and in working order 3.2 Secure and store props according to organisational procedures before, during and after productions 3.3 Identify the need for and organise appropriate prop replacements and repairs to meet production requirements 3.4 Return props to suppliers or storage and, where appropriate, dispose of props according to environmental and safety requirements 3.5 Maintain accurate documentation in relation to the status of props, including appropriate cataloguing 3.6 Update documentation on sources and suppliers of props for use in future productions

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, 2.1, 2.2, 2.3	<ul style="list-style-type: none"> Interprets production documentation in relation to own duties Obtains information from a range of written sources
Writing	2.4, 3.5, 3.6	<ul style="list-style-type: none"> Prepares and updates workplace documentation
Oral communication	1.2, 1.3, 2.2, 2.3, 3.3	<ul style="list-style-type: none"> Obtains information by listening and questioning Uses clear language to contribute information and express requirements
Numeracy	1.3, 2.3	<ul style="list-style-type: none"> Performs simple calculations to check that expenditure on props meets budget allocations
Navigate the world of work	1.1, 1.2, 1.3, 2.3, 2.4, 3.2, 3.4, 3.5	<ul style="list-style-type: none"> Takes responsibility for decisions about when and how to complete tasks and coordinate with others Takes responsibility for meeting environmental and health and safety requirements in coordinating props within scope of own role Follows protocols and meets expectations associated with own role Manages time efficiently
Interact with others	1.2, 1.3, 2.2, 2.3, 3.3	<ul style="list-style-type: none"> Works collaboratively with a range of personnel to coordinate props
Get the work done	1.1, 1.2, 1.3, 2.1, 2.2, 2.3, 2.4, 3.1, 3.2, 3.3, 3.4, 3.5, 3.6	<ul style="list-style-type: none"> Plans and organises own workload Makes decisions related to own role and takes responsibility for their outcomes Undertakes research to find the most appropriate way to meet production requirements for props Uses standard word processing and spreadsheet applications to prepare production documentation Uses the internet as a research tool

Unit Mapping Information

Code and Title Current Version	Code and Title Previous Version	Comments	E/N
CUAPRP401 Coordinate props	CUEPRP02B Research, obtain and prepare props	Updated to meet Standards for Training Packages	E

Links

Companion volumes are available at: - <http://www.ibsa.org.au>