



Australian Government

CUAPRP411 Coordinate props

Release: 1

CUAPRP411 Coordinate props

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 source, obtain, prepare and monitor props for live productions.

The unit applies to those who 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

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. Determine prop requirements	1.1 Determine prop requirements with reference to production documentation 1.2 Discuss artistic and functional requirements of props with required personnel 1.3 Confirm budgets and timeframes that affect the purchase of props with required personnel
2. Obtain prop items	2.1 Undertake research on the style and nature of props when investigating options on achieving best outcome 2.2 Locate props that meet design specifications, time and budgetary constraints 2.3 Acquire props and document acquisition details according to organisational procedures

ELEMENT	PERFORMANCE CRITERIA
3. Prepare and maintain props for productions	3.1 Confirm props are in working condition prior to performance 3.2 Secure and store props according to organisational procedures before, during and after productions 3.3 Identify the need for prop replacements and organise replacements according to project constraints 3.4 Return props to suppliers or storage or, where appropriate, dispose of props according to environmental and safety requirements 3.5 Maintain accurate documentation in relation to the status of props, 3.6 Update documentation on sources and suppliers of props for use in future productions

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
Reading	- Interprets production documentation in relation to own duties - Obtains information from a range of written sources
Oral communication	Express requirements and contributes information using listening and questioning techniques
Numeracy	Performs simple calculations when checking that expenditure on props meets budget allocations
Self-management	- 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
Teamwork	Coordinates props by working collaboratively with others
Planning and organising	Makes decisions related to own role and takes responsibility for their outcomes
Technology	- Uses standard word processing and spreadsheet applications to prepare production documentation - Uses the internet as a research tool

Unit Mapping Information

Supersedes and is equivalent to CUAPRP401 Coordinate props.

Links

Companion Volume Implementation Guide is found on VETNet -

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