



Australian Government

CUASET312 Assemble and maintain sets

Release: 1

CUASET312 Assemble and maintain sets

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 assemble and maintain quality and continuity of sets for screen and entertainment industry productions.

The unit applies to members of set construction crews, who pack and transport sets to and from production locations. On location they assemble and maintain sets during production runs or filming, and take responsibility for ensuring set continuity is achieved.

The National Standard for Licensing Persons Performing High Risk Work applies to persons performing dogging and rigging work. Completion of the following units is required for certification at either basic, intermediate or advanced levels:

- CPCCLDG3001 Licence to perform dogging
- CPCCLRG3001 Licence to perform rigging basic level
- CPCCLRG3002 Licence to perform rigging intermediate level
- CPCCLRG4001 Licence to perform rigging advanced level.

Sets and staging for some performances or events may fall within the definition of construction work. If so, people entering a construction site are required to complete the general induction training program specified by the National Code of Practice for Induction Training for Construction Work (Australian Safety Compensation Council, May 2007).

Achievement of the unit *CPCCWHS1001 Prepare to work safely in the construction industry* fulfils this requirement.

Check with the relevant regulator for specific guidance on requirements.

Unit Sector

Visual Communication – Sets

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>

ELEMENT	PERFORMANCE CRITERIA
1. Prepare sets for productions	1.1 Confirm set requirements in discussion with required personnel and with reference to production documentation 1.2 Inspect and document condition of sets from all sources and determine whether they meet quality standards for productions 1.3 Identify and repair faults and refer to other production personnel for action as required 1.4 Label, code and store sets according to organisational policies and procedures 1.5 Discuss purpose, functions, placement and safety requirements of sets with production personnel
2. Pack sets for transport	2.1 Assist production personnel coordinate plans for transport to, and assembly of sets at, production sites 2.2 Confirm availability of required facilities to meet set requirements at production sites 2.3 Conduct checks on all equipment and sets prior to departure and complete documentation according to organisational policies and procedures 2.4 Pack sets in required containers for transport to production sites and load using safe lifting and handling methods 2.5 Complete stock orders as required and arrange delivery to production sites according to production requirements
3. Assemble and strike sets during productions	3.1 Check required items for assembling sets are available and confirm changes to original production requirements as required 3.2 Assemble sets according to production schedules and safety requirements 3.3 Reassemble or strike sets according to production requirements, checking continuity of sets is maintained 3.4 Respond to unexpected incidents during productions according to organisational policies and procedures 3.5 Identify damaged sets and assess whether damaged sets can continue to be used in consultation with required personnel 3.6 Arrange for set replacements as required 3.7 Safely store sets no longer required during productions or return them to original sources in good condition
4. Strike sets	4.1 Strike sets at conclusion of productions and safely pack and load items for transportation 4.2 Arrange return of items and equipment to original sources as required 4.3 Report and document items that need repairs to required personnel

ELEMENT	PERFORMANCE CRITERIA
	4.4 Finalise required documentation according to organisational policies and procedures 4.5 Leave production sites in original or improved condition

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 and analyses textual information to determine work requirements
Writing	Records accurate and detailed information in required formats using clear language and industry specific terminology
Oral Communication	- Obtains information and confirms understanding using listening and questioning techniques - Provides information and instructions using clear and direct language applicable to audience and context
Self-management	Understands role and responsibilities for tasks and complies with explicit enterprise procedures and protocols
Teamwork	- Follows accepted communication methods and practices and confirms production and set requirements, conveys safety instructions, and provides information to production personnel - Cooperates with others to achieve joint outcomes
Planning and organising	- Plans and implements a methodical approach to set preparation, transport and assembly - Assesses condition of sets and makes routine decisions about repairs and packing requirements - Checks all requirements are in place at production site for set delivery and assembly - Assembles sets safely within time constraints according to production and continuity requirements - Makes routine decisions about set repairs, storage and return within scope of own role - Strikes sets according to established procedures and ensures production site is in appropriate condition

Unit Mapping Information

Supersedes and is equivalent to CUASET302 Assemble and maintain sets.

Links

Companion Volume Implementation Guide is found on VETNet -

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