



Australian Government

CUASTA314 Maintain physical production elements

Release: 1

CUASTA314 Maintain physical production elements

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 skills and knowledge required to maintain physical production elements, stage and backstage areas in safe working order. It does not cover the repair and maintenance of technical equipment, where specialist skills are required. It involves checking physical elements for cleanliness and damage, undertaking cleaning and minor maintenance tasks, and completing associated administrative tasks.

The unit applies to those who use some discretion and judgement and operate under broad supervision within an established framework of plans and procedures for staging productions in the screen, media, entertainment and events industries.

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

Unit Sector

Media and Entertainment Production – Staging

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. Clean physical elements	1.1 Complete regular and timely checks of physical elements and confirm items ready for use and in condition that meets organisational standards 1.2 Identify dirty or damaged items that need cleaning and those which require replacement 1.3 Clean physical elements according to safety requirements using applicable cleaning agents and equipment 1.4 Dispose of used chemicals according to hygiene, safety and environmental requirements

ELEMENT	PERFORMANCE CRITERIA
2. Undertake minor maintenance and repair tasks	2.1 Cordon off maintenance area and post advisory signage 2.2 Repair and maintain physical elements using applicable techniques, materials and equipment and safety practices 2.3 Complete repair and maintenance tasks according to schedules and priorities 2.4 Store physical elements according to organisational procedures 2.5 Identify tasks requiring specialist attention and refer to required personnel
3. Undertake basic administrative tasks	3.1 Process and forward maintenance requests to required personnel 3.2 Clarify instructions with persons making requests as required 3.3 Complete and distribute workplace documentation as required

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	Obtains information from written sources
Writing	Produces workplace documentation and signage in the required format
Oral communication	- Obtains information using listening and questioning techniques - Expresses language using clear language
Numeracy	Measures quantities of cleaning agents
Self-management	- Understands and completes tasks and responsibilities, within the boundaries of own role - Meets work deadlines
Teamwork	Works collaboratively with staging teams and required personnel
Planning and organising	Plans and organises own workload; sequencing and combining work tasks for greater efficiency
Initiative and enterprise	Recognises and takes responsibility for addressing predictable, and some less predictable, problems in familiar work contexts
Technology	Distributes information electronically

SKILL	DESCRIPTION
	Prepares workplace documentation using standard word processing and spreadsheet applications

Unit Mapping Information

Supersedes and is not equivalent to CUASTA304 Maintain physical production elements.

Links

Companion Volume Implementation Guide is found on VETNet -

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