



**Australian Government**

**Department of Education, Employment and Workplace Relations**

# **CUETGE05B Maintain physical production elements**

**Release: 1**

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### **Modification History**

Not applicable.

### **Unit Descriptor**

This unit describes the skills and knowledge required to use basic maintenance skills to maintain the physical elements of any production, excluding the repair and maintenance of technical equipment, which requires specialist skills. This role may be undertaken by a range of technical production personnel, usually under the supervision of others.

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### **Application of the Unit**

Not applicable.

### **Licensing/Regulatory Information**

Not applicable.

### **Pre-Requisites**

Not applicable.

### **Employability Skills Information**

Not applicable.

### **Elements and Performance Criteria Pre-Content**

Not applicable.

# Elements and Performance Criteria

## Elements and Performance Criteria

<b>Element</b>	<b>Performance Criteria</b>
1 Clean physical elements	<ul style="list-style-type: none"><li>1.1 Complete regular and timely checks of physical elements to ensure items are in optimum condition and ready for use</li><li>1.2 Identify dirty or damaged items requiring cleaning and those items which require replacement</li><li>1.3 Select and use appropriate protective clothing where necessary</li><li>1.4 Clean physical elements using appropriate cleaning agents and equipment to return items to original condition in accordance with safety requirements</li><li>1.5 Dispose of used chemicals in accordance with hygiene, safety and environmental legislation requirements</li></ul>
2 Perform maintenance and minor repairs	<ul style="list-style-type: none"><li>2.1 Complete minor repairs and maintenance on physical elements using appropriate techniques, materials and equipment</li><li>2.2 Make repairs using safe work practices and in accordance with manufacturer specifications</li><li>2.3 Complete maintenance tasks in accordance with required schedules and priorities</li><li>2.4 Store physical elements appropriately to minimise chances of damage in accordance with organisational procedures</li><li>2.5 Correctly identify tasks requiring specialist attention and refer to appropriate colleagues</li></ul>
3 Perform administrative tasks	<ul style="list-style-type: none"><li>3.1 Accurately interpret maintenance requests</li><li>3.2 Clarify instructions with persons making a request when required</li><li>3.3 Complete work report forms or other documentation accurately and forward to appropriate colleagues</li></ul>

## **Required Skills and Knowledge**

Not applicable.

## Evidence Guide

### Underpinning skills and knowledge

Assessment must include evidence of the following knowledge and skills:

- typical cleaning, repair and maintenance requirements for sets, props and scenic art
- cleaning agents, equipment and techniques used to repair physical elements, including any specialised cleaning requirements for items, e.g. scenic art cloths
- relevant legislative and/or organisational Occupational Health and Safety requirements, including safe manual handling
- types of documentation used to record maintenance and repair work
- literacy skills sufficient to interpret and complete repair and maintenance documentation, and to read labels
- numeracy skills sufficient to calculate measurements of chemicals.

### Linkages to other units

This unit has linkages to other technical construction and manufacturing units and combined assessment and/or training with those units may be appropriate.

It is strongly recommended that this unit be assessed with or after the following unit:

MEM18.1A B - Use hand tools

### Critical aspects of evidence

The following evidence is critical to the judgement of competence in this unit:

- ability to use appropriate techniques to restore physical elements to optimum condition
- knowledge of typical cleaning and maintenance requirements for various types of physical elements used in a production.

### Method and context of assessment

The assessment context must provide for:

- practical demonstration of skills through the maintenance and repair of multiple physical elements
- completion of tasks within realistic workplace timeframes.

Assessment may incorporate a range of methods to assess performance and the application of essential underpinning knowledge, and might include:

- direct observation of the candidate completing cleaning and maintenance tasks
- evaluation of items cleaned or repaired by the candidate in relation to quality of workmanship and finish
- oral or written questioning to assess knowledge of safety requirements and techniques for cleaning particular types of production items
- review of portfolios of evidence and third party workplace reports of on-the-job performance by the candidate.

### Resource requirements

Assessment of this unit requires access to:

- physical elements requiring cleaning and maintenance.

### Key competencies in this unit

Key competencies are built into all workplace competencies. The following table describes those applicable to this unit. Trainers and assessors should ensure that they are addressed in training and assessment.

Level 1 = Perform

Level 2 = Administer and Manage

Level 3 = Design and Evaluate

**Collecting, organising and analysing information (1)**

Reading repair schedules.

**Communicating ideas and information (1)**

Advising supervisor of repair problem.

**Planning and organising activities (1)**

Prioritising a series of tasks.

**Working with others and in teams (1)**

Working with team members on a maintenance task.

**Using mathematical ideas and techniques (1)**

Taking measurements.

**Solving problems (1)**

Identifying and reporting a safety issue.

**Using technology (1)**

Using hand or power tools.

**Underpinning skills and knowledge**

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specialised cleaning requirements for items, e.g. scenic art cloths

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**Using technology (1)**

Using hand or power tools.

## Range Statement

The following explanations identify how this unit may be applied in different workplaces, sectors and circumstances.

**Physical elements may include:**

set elements

props

scenic art.

**Cleaning agents may include:**

general and spot cleaning agents

cleaning agents for specialised surfaces

disinfectants.

**Cleaning tasks may include:**

removing stains from scenic elements

cleaning stage areas after performance

cleaning staging equipment.

**Maintenance and repair tasks may include:**

replacing hinges, nails, screws

touch up painting of scenic elements

repairing minor damage made during performance.

**Safety requirements may include:**

legislation related to general workplace safety, hazardous substances

organisational policies related to cleaning operations and disposal of used chemicals.

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## **Unit Sector(s)**

Not applicable.