



Australian Government

Department of Education, Employment and Workplace Relations

CUFCOS301A Maintain costume continuity

Revision Number: 1

CUFCOS301A Maintain costume continuity

Modification History

Not applicable.

Unit Descriptor

Unit descriptor	<p>This unit describes the performance outcomes, skills and knowledge required to maintain costume continuity for productions in the screen, media and entertainment industries.</p> <p>No licensing, legislative, regulatory or certification requirements apply to this unit at the time of endorsement.</p>
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Application of the Unit

Application of the unit	<p>Maintaining costume continuity involves ensuring consistency of the appearance of performers' costumes from one take to the next on film shoots, or between scenes requiring costume changes in live theatre productions.</p> <p>In film/television productions, continuity is essential to ensure smooth transitions between shots and/or scenes, thus facilitating post-production editing. The process of continuity involves tracking details of each shooting session, knowing that many scenes are shot out of sequence.</p> <p>Maintaining costume continuity is usually the responsibility of costume assistants, who work closely with continuity or script supervisors. The role of these people is to maintain continuity across all areas of productions.</p>
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Licensing/Regulatory Information

Not applicable.

Pre-Requisites

Prerequisite units		

Employability Skills Information

Employability skills	This unit contains employability skills.
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Elements and Performance Criteria Pre-Content

Elements describe the essential outcomes of a unit of competency.	Performance criteria describe the performance needed to demonstrate achievement of the element. Where bold italicised text is used, further information is detailed in the required skills and knowledge section and the range statement. Assessment of performance is to be consistent with the evidence guide.
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Elements and Performance Criteria

ELEMENT	PERFORMANCE CRITERIA
Maintain appearance of performers for continuity	<ol style="list-style-type: none"> 1. Develop, maintain and accurately update <i>continuity documentation</i> on an ongoing basis throughout <i>productions</i> 2. Re-dress performers throughout productions to ensure <i>continuity of appearance</i> 3. Ensure that appropriate continuity photographs and notes are taken throughout productions and filed for reference purposes 4. Recognise possible scripted and unscripted occurrences that might impact on performers' <i>costumes</i> and take appropriate action 5. Make required adjustments to costumes quickly and accurately at appropriate times during productions 6. Ensure <i>relevant personnel</i> have access to continuity records as required 7. Undertake continuity activity with regard to the needs of others on set
Maintain condition of costumes for continuity	<ol style="list-style-type: none"> 8. Complete minor <i>repairs</i> or alterations to costumes, or refer to relevant personnel, according to individual level of responsibility 9. Ensure costumes are cleaned, as required, during productions and returned to production <i>locations</i> to meet continuity and production requirements 10. Ensure that major repairs to costumes are undertaken with regard to continuity and production requirements
Advise on costume continuity during productions	<ol style="list-style-type: none"> 11. Advise relevant personnel of changes to costumes and appearances 12. Advise crew and cast of approved changes to costume continuity as required 13. Advise relevant personnel of costume continuity issues according to workplace procedures and production requirements

Required Skills and Knowledge

REQUIRED SKILLS AND KNOWLEDGE

This section describes the skills and knowledge required for this unit.

Required skills

- communication and literacy skills sufficient to:
 - work effectively as a team member advising on costume continuity issues
 - deal with conflict situations that arise on set with regard to costume continuity issues
 - communicate tactfully and respectfully with performers while assisting with dressing
 - interpret scripts and production schedules
 - complete continuity documentation
- self-management skills sufficient to:
 - work under pressure and to deadlines
 - make required adjustments to costumes quickly and accurately during production
- analytical and planning skills sufficient to:
 - record costume continuity details for performers
 - accurately assess continuity of performers' costumes throughout productions
- initiative and enterprise in the context of anticipating and addressing problems that arise on set with regard to costume continuity
- technical skills sufficient to:
 - use a digital stills camera to take continuity photographs
 - use standard word processing, database and spreadsheet applications in the context of maintaining continuity documentation

Required knowledge

- production etiquette and protocols
- continuity conventions, including:
 - direction/line of action
 - crossing the line
 - eyeline
 - types of shots
 - angles
 - position of camera
 - position of performer
 - script changes
- visualisation and interpretation of creative and technical concepts - sufficient to be able to coordinate all aspects of costume continuity

REQUIRED SKILLS AND KNOWLEDGE

- industry knowledge, including:
 - structure of the relevant industry sector
 - roles and responsibilities of production personnel
 - industry terminology
 - well-developed understanding of the costume elements of productions
 - administrative procedures and documentation associated with running a production
- duty of care to colleagues and general public
- OHS legislation and regulations

Evidence Guide

EVIDENCE GUIDE	
<p>The Evidence Guide provides advice on assessment and must be read in conjunction with the performance criteria, required skills and knowledge, range statement and the Assessment Guidelines for the Training Package.</p>	
Overview of assessment	
Critical aspects for assessment and evidence required to demonstrate competency in this unit	<p>Evidence of the following is essential:</p> <ul style="list-style-type: none"> • ability to maintain continuity of performers' costumes and accessories during productions • accurate documentation of costume continuity information • ability to work under pressure • collaborative approach to work • attention to detail.
Context of and specific resources for assessment	<p>Assessment must ensure:</p> <ul style="list-style-type: none"> • practical demonstration of skills through maintaining costume continuity for at least two productions • access to productions requiring a range of costume changes • access to appropriate learning and assessment support when required • use of culturally appropriate processes and techniques appropriate to the language and literacy capacity of learners and the work being performed.
Method of assessment	<p>A range of assessment methods should be used to assess practical skills and knowledge. The following examples are appropriate for this unit:</p> <ul style="list-style-type: none"> • direct questioning combined with review of portfolios of evidence and third-party workplace reports of on-the-job performance • evaluation of costume continuity documentation prepared by the candidate to determine whether production requirements have been met and correct procedures followed • observation of the candidate on set maintaining costume continuity • written or verbal questioning to test knowledge as listed in the required skills and knowledge section of this unit and to evaluate the processes used in achieving costume continuity.

EVIDENCE GUIDE**Guidance information for assessment**

Holistic assessment with other units relevant to the industry sector, workplace and job role is recommended, for example:

- CUECOS302A Dress performers
- CUECOS303A Modify, repair and maintain costumes
- CUECOS02C Apply art finishing.

Range Statement

RANGE STATEMENT

The range statement relates to the unit of competency as a whole. It allows for different work environments and situations that may affect performance. Bold italicised wording, if used in the performance criteria, is detailed below. Essential operating conditions that may be present with training and assessment (depending on the work situation, needs of the candidate, accessibility of the item, and local industry and regional contexts) may also be included.

<p><i>Continuity documentation</i> may be:</p>	<ul style="list-style-type: none"> • checklists • computer generated • continuity reports • costume break-down lists • costume plots • digital photos • labels • manually written • memos of instruction • production schedules • running sheets • scripts • videos.
<p><i>Productions</i> may include:</p>	<ul style="list-style-type: none"> • commercials • documentaries • feature films • filmed events or performances • live or prerecorded television productions • live performances • music video • short films • television productions • theatrical productions.
<p><i>Continuity of appearance</i> may include the exact reproduction of:</p>	<ul style="list-style-type: none"> • appearance of costumes • condition of costumes • personal appearance of performers • placement of accessories • special requirements of action sequences.
<p><i>Costumes</i> may include:</p>	<ul style="list-style-type: none"> • accessories • character costumes • contemporary wear • corsetry

RANGE STATEMENT	
	<ul style="list-style-type: none"> • costume jewellery • dance wear • female, male, child and animal costumes • millinery • padding • period costumes • tailored costumes • undergarments.
<i>Relevant personnel</i> may include:	<ul style="list-style-type: none"> • costume designer • costume production staff • director • director of photography • extras • floor manager • head of department • make-up and hair personnel • other specialist staff • performers • producer • production designer • technical director • wardrobe department personnel • wardrobe supervisor/manager.
<i>Repairs</i> may include:	<ul style="list-style-type: none"> • hand or machine sewn • major • minor • patching.
<i>Locations</i> may include:	<ul style="list-style-type: none"> • day • dressing-rooms • entertainment venue • exterior • interior • night • outside broadcast • sound stage • studio • theatre.

Unit Sector(s)

Unit sector	
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Competency field

Competency field	Visual communication - Costume
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Co-requisite units

Co-requisite units		