



**Australian Government**

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

# **CUFIND403B Work effectively in a costume studio**

**Revision Number: 1**

## CUFIND403B Work effectively in a costume studio

### Modification History

Not applicable.

### Unit Descriptor

<p><b>Unit descriptor</b></p>	<p>This unit describes the performance outcomes, skills and knowledge required to work productively with colleagues in a costume studio.</p> <p>All team members need to demonstrate a capacity for self-discipline, punctuality, commitment to work schedules, and self-awareness. They need a basic understanding of stages in the production process, as well as the roles and responsibilities of personnel involved in the production chain. They also need to understand the culture of the organisation for which they are working, whether their job is permanent or on a contract basis for the duration of a production.</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

<p><b>Application of the unit</b></p>	<p>Application of the skills and knowledge described in this unit underpins effective work in a costume studio environment.</p> <p>Even though people at the level described in this unit work under supervision, they are expected to demonstrate a range of well-developed skills, to apply solutions to a defined range of unpredictable problems, and to analyse and evaluate information from a variety of sources.</p>
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## Licensing/Regulatory Information

Not applicable.

## Pre-Requisites

<b>Prerequisite units</b>	<ul style="list-style-type: none"> <li>• CUF COS401A Make costumes</li> <li>• CUF COS402A Construct costume components</li> </ul>

## Employability Skills Information

<b>Employability skills</b>	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
Communicate effectively with others	<ol style="list-style-type: none"> <li>1. Discuss and agree on own tasks and responsibilities in ways that promote good working relationships</li> <li>2. Negotiate changes to duties in a constructive manner that takes into account the importance of collaboration to the effectiveness and productivity of a costume studio</li> <li>3. Share information about the results of own work with others who require the information</li> <li>4. Treat others courteously and in ways that acknowledge their contribution to <i>costume studio processes</i></li> <li>5. Take into account particular <i>production issues</i> that colleagues or clients may have and <i>protocols</i> to use in resolving them</li> <li>6. Participate in negotiations to find workable solutions for conflicts that have the potential to reduce personal and team productivity</li> <li>7. Complete workplace <i>documentation</i> as required</li> </ol>
Take responsibility for own personal development	<ol style="list-style-type: none"> <li>8. Complete enterprise-specific or other <i>training</i> as required</li> <li>9. Identify opportunities for ongoing professional development and take appropriate action in consultation with <i>relevant personnel</i></li> <li>10. Maintain currency of own <i>industry knowledge</i> through a variety of <i>sources</i> and apply information in day-to-day work activities to enhance quality of work performance</li> <li>11. Respond positively to constructive feedback on own performance and take action to make improvements as required</li> </ol>
Perform own job role effectively	<ol style="list-style-type: none"> <li>12. Apply <i>values</i> of the costume studio to job role</li> <li>13. Follow <i>work procedures</i>, protocols and other guidelines as they apply to costume studios and <i>productions</i></li> <li>14. Carry out tasks to meet schedules and standards as specified by supervisors</li> <li>15. Comply with privacy, confidentiality, legal and ethical requirements of the costume studio</li> <li>16. Undertake all work with due regard to OHS requirements and procedures</li> </ol>
Participate in quality improvement activities	<ol style="list-style-type: none"> <li>17. Contribute ideas about improving work practices and productivity in appropriate <i>forums</i></li> <li>18. Participate in and provide feedback on initiatives aimed at improving work practices</li> </ol>



## Required Skills and Knowledge

### REQUIRED SKILLS AND KNOWLEDGE

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

#### Required skills

- communication and teamwork skills sufficient to:
  - interpret production documentation, costume construction specifications and instructions
  - work collaboratively as a member of a costume studio team
  - use information networks to keep abreast of industry developments relevant to own job role
  - put forward ideas clearly and constructively when discussing or seeking changes to work arrangements
  - maintain good relationships, even when disagreeing with others
  - complete workplace documentation
- initiative and enterprise in the context of:
  - adapting to the workplace culture
  - being flexible in response to unexpected changes in work schedules
  - making last minute adjustments to costumes
- problem-solving skills sufficient to:
  - distinguish between issues that can be resolved within the parameters of delegated work role authority, and those that must be passed on to higher level officers
  - contribute to finding solutions to problems that occur with processes or costumes as a result of trials at dress parades or the requests of costume supervisor or designers
- planning and organising skills sufficient to construct costumes in a logical sequence in line with costume studio procedures
- self-management skills sufficient to:
  - prioritise work tasks
  - balance the need for personal efficiency with the needs of others and with production requirements
  - work within deadlines
  - make decisions within level of own responsibility
  - follow manufacturer specifications and organisational policies and procedures
  - seek expert assistance when problems arise
- technical skills sufficient to:
  - use sewing machines to make costumes
  - use computer applications in the context of producing or adjusting patterns
- numeracy skills sufficient to measure materials and fit costumes

**REQUIRED SKILLS AND KNOWLEDGE****Required knowledge**

- well-developed understanding of the significance of production schedules and milestones relevant to a costume studio
- principles and techniques of costume construction and fitting
- techniques for making alterations and modifications to costumes following dress parades
- industry knowledge, including:
  - personnel structure within a costume studio or production company
  - roles and responsibilities of personnel in a costume studio workplace
  - broad understanding of artistic and technical elements of productions
  - importance of complying with privacy, confidentiality, legal and ethical requirements of workplaces
- Sustainable work practices for individuals and organisations in screen and media
- OHS procedures as they relate to the safe use of equipment and materials when working in a costume studio

## Evidence Guide

<b>EVIDENCE GUIDE</b>	
<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>	
<b>Overview of assessment</b>	
<b>Critical aspects for assessment and evidence required to demonstrate competency in this unit</b>	<p>Evidence of the following is essential:</p> <ul style="list-style-type: none"> <li>• ability to:             <ul style="list-style-type: none"> <li>• perform work tasks as directed</li> <li>• follow costume studio procedures</li> <li>• comply with privacy, confidentiality, legal and ethical requirements of a costume studio</li> <li>• source and apply information about industry issues and developments</li> <li>• meet deadlines</li> </ul> </li> <li>• collaborative approach to work</li> <li>• effective communication skills in a team environment.</li> </ul>
<b>Context of and specific resources for assessment</b>	<p>Assessment must ensure:</p> <ul style="list-style-type: none"> <li>• access to a costume studio for a period of time</li> <li>• work tasks that can be completed within a given timeframe</li> <li>• access to appropriate learning and assessment support when required</li> <li>• use of culturally appropriate processes and techniques appropriate to the language and literacy capacity of learners and the work being performed.</li> </ul>
<b>Method of assessment</b>	<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"> <li>• direct questioning combined with review of work diary and third-party workplace reports of on-the-job performance</li> <li>• evaluation of directed costume making tasks undertaken by the candidate to determine whether workplace supervisor's requirements have been met and correct procedures followed</li> <li>• observation of the candidate during work placement to assess communication, interaction and</li> </ul>



<b>EVIDENCE GUIDE</b>	
	<p>problem-solving skills</p> <ul style="list-style-type: none"><li>• written or oral questioning to test knowledge as listed in the required skills and knowledge section of this unit.</li></ul>
<b>Guidance information for assessment</b>	<p>Holistic assessment with other units relevant to the industry sector, workplace and job role is recommended, for example:</p> <ul style="list-style-type: none"><li>• CUECOS302A Dress performers</li><li>• CUECOS303A Modify, repair and maintain costumes.</li></ul>

## 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>Costume studio processes</i> may include:</p>	<ul style="list-style-type: none"> <li>• accessories and millinery</li> <li>• art finishing</li> <li>• constructing underpinnings</li> <li>• costume breakdown</li> <li>• costume construction</li> <li>• costume finishing</li> <li>• fitting and alterations</li> <li>• identifying performers' requirements, including:             <ul style="list-style-type: none"> <li>• comfort</li> <li>• fit</li> <li>• ease of movement</li> <li>• durability</li> <li>• requirement for extreme physical movement</li> <li>• safety</li> </ul> </li> <li>• laying and cutting fabrics</li> <li>• pattern cutting</li> <li>• sourcing materials and components</li> <li>• taking and calculating measurements</li> <li>• trials, e.g.:             <ul style="list-style-type: none"> <li>• toiles to test proportion and design</li> <li>• toiles to test fit</li> <li>• testing of costumes for durability</li> <li>• testing of fabrics under lighting</li> </ul> </li> <li>• dress parades.</li> </ul>
<p><i>Production issues</i> may include:</p>	<ul style="list-style-type: none"> <li>• availability of personnel</li> <li>• availability of resources</li> <li>• available budget</li> <li>• production schedule</li> <li>• production values</li> <li>• timelines.</li> </ul>

<b>RANGE STATEMENT</b>	
<b><i>Protocols</i></b> may include:	<ul style="list-style-type: none"> <li>• enterprise procedures for complying with privacy regulations</li> <li>• observing protocols of companies or organisations appearing in productions</li> <li>• those associated with fitting performers for costumes.</li> </ul>
<b><i>Documentation</i></b> may include:	<ul style="list-style-type: none"> <li>• booking sheets and confirmations</li> <li>• call sheets</li> <li>• contact lists.</li> <li>• copyright clearances</li> <li>• costume breakdown lists</li> <li>• costume patterns</li> <li>• costume plots</li> <li>• descriptive costume checklists</li> <li>• diary entries</li> <li>• file notes</li> <li>• general in-house correspondence, including:               <ul style="list-style-type: none"> <li>• memos</li> <li>• notes</li> <li>• email</li> </ul> </li> <li>• manufacture schedules</li> <li>• manufacturer specifications and instructions</li> <li>• measurement charts</li> <li>• memos of instruction</li> <li>• operational and project plans</li> <li>• production schedules</li> <li>• records of meetings</li> <li>• running sheets</li> <li>• schedules</li> <li>• scripts</li> <li>• timesheets.</li> </ul>
<b><i>Training</i></b> may include:	<ul style="list-style-type: none"> <li>• on-the-job, e.g.:               <ul style="list-style-type: none"> <li>• features of and procedures for using specified equipment and facilities</li> <li>• administrative procedures and protocols</li> <li>• workplace health, safety and security procedures</li> <li>• equipment maintenance procedures</li> <li>• staffing structure and chain of reporting</li> <li>• regulations that apply to specific</li> </ul> </li> </ul>

<b>RANGE STATEMENT</b>	
	<p>enterprises</p> <ul style="list-style-type: none"> <li>• off-the-job, e.g.:               <ul style="list-style-type: none"> <li>• short courses</li> <li>• skill sets</li> <li>• national vocational education and training (VET) qualifications</li> <li>• state-accredited qualifications.</li> </ul> </li> </ul>
<b>Relevant personnel</b> may include:	<ul style="list-style-type: none"> <li>• costume designers</li> <li>• costume makers</li> <li>• instructors</li> <li>• mentors</li> <li>• production managers</li> <li>• supervisors.</li> </ul>
<b>Industry knowledge</b> may include:	<ul style="list-style-type: none"> <li>• impact of new technologies on the costume design and construction process</li> <li>• role of costume studios servicing the screen, media and entertainment industries</li> <li>• technical standards.</li> </ul>
<b>Sources</b> may include:	<ul style="list-style-type: none"> <li>• discussions with current industry practitioners, colleagues and community groups</li> <li>• electronic and print media (news, reviews and articles)</li> <li>• employee and industry association representatives</li> <li>• events (industry functions, conferences, trade fairs, community activities, expositions, exhibitions, festivals and social events)</li> <li>• government bodies and associated publications</li> <li>• induction kits</li> <li>• internet</li> <li>• libraries</li> <li>• peak copyright organisations</li> <li>• personal observations and experience</li> <li>• policy and procedures manuals</li> <li>• reference books, industry information sheets, magazines and journals</li> <li>• retail and wholesale suppliers of products and services</li> <li>• technical publications</li> <li>• training programs, seminars, conferences, symposiums, workshops, master classes and</li> </ul>

<b>RANGE STATEMENT</b>	
	other professional development opportunities <ul style="list-style-type: none"> <li>• unions and union publications (newsletters, magazines, bulletins and letters) and other sources of industrial relations information.</li> </ul>
<i>Values</i> may include:	<ul style="list-style-type: none"> <li>• explicit values described in organisational documents</li> <li>• implicit, undocumented organisational cultural values.</li> </ul>
<i>Work procedures</i> may include:	<ul style="list-style-type: none"> <li>• confirming and clarifying instructions</li> <li>• documentation procedures</li> <li>• environmental requirements</li> <li>• OHS</li> <li>• procedures associated with the use of equipment</li> <li>• protocols</li> <li>• receiving instructions</li> <li>• reporting absences or delays in attendance</li> <li>• reporting problems</li> <li>• storage facilities</li> <li>• working hours.</li> </ul>
<i>Productions</i> may include:	<ul style="list-style-type: none"> <li>• ballet</li> <li>• commercials</li> <li>• film</li> <li>• physical theatre</li> <li>• stage productions:               <ul style="list-style-type: none"> <li>• opera</li> <li>• pantomime</li> <li>• drama</li> <li>• musicals</li> <li>• recitals</li> <li>• concerts</li> </ul> </li> <li>• street parades</li> <li>• television productions.</li> </ul>
<i>Forums</i> may include:	<ul style="list-style-type: none"> <li>• enterprise-specific surveys and questionnaires</li> <li>• online discussion forums</li> <li>• performance appraisal processes</li> <li>• planning days</li> <li>• production briefing and debriefing sessions</li> <li>• staff meetings.</li> </ul>

**Unit Sector(s)**

<b>Unit sector</b>	
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**Competency field**

<b>Competency field</b>	Industry capability - industry context
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**Co-requisite units**

<b>Co-requisite units</b>		