



Australian Government

Department of Education, Employment and Workplace Relations

CUFPRP301A Assemble and maintain props

Revision Number: 1

CUFPRP301A Assemble and maintain props

Modification History

Not applicable.

Unit Descriptor

<p>Unit descriptor</p>	<p>This unit describes the performance outcomes, skills and knowledge required to assemble and maintain props for productions in the film, television, media and entertainment industry sectors.</p> <p>Key duties include acquisition, assembly and maintenance of required props. In addition, props personnel assist in dressing sets and are responsible for maintaining continuity of props during productions.</p> <p>As a rule, props personnel require good organisational skills, a capacity to adapt to unexpected situations and an ability to carry out repairs and maintenance.</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>Application of the unit</p>	<p>Props personnel apply the skills and knowledge outlined in this unit. Personnel may include props makers, props storepersons and props dressers.</p> <p>The props department may be supervised by a props manager and the props team works closely with set designers, directors and continuity personnel before and during 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
Prepare props for productions	<ol style="list-style-type: none"> 1. Liaise with relevant production personnel to confirm production requirements 2. Review and analyse all documentation relevant to productions to ensure prop requirements are fully met 3. Confirm availability of secure storage facility for props on location and arrange for safe transport to destination 4. Ensure props are labelled and stored correctly to facilitate production requirements, including provision and care of consumables where applicable 5. Document condition of props from all sources to ensure they meet required quality standards for production 6. Ensure production personnel are briefed thoroughly on use, functions and placement of props, including requirements for complying with OHS regulations
Dress sets	<ol style="list-style-type: none"> 7. Assist relevant production personnel to dress sets according to production requirements ensuring safe handling of props 8. Record accurately placement of props on set and ensure duplicates are available where applicable 9. Complete and check the set dressing in time to meet production calls 10. Confirm required variations to initial production plans with relevant production personnel 11. Identify and sequence set strike and re-dress tasks according to production requirements and deadlines 12. Observe on-set etiquette and protocols at all times
Maintain continuity during productions	<ol style="list-style-type: none"> 13. Ensure changes to continuity are updated on an ongoing basis and are accurately recorded on script breakdown 14. Make arrangements for replacement of props with specific characteristics to maintain continuity during productions, including reliability of supplies 15. Dress sets on an ongoing basis throughout productions to replicate or adjust from previous takes or scenes as directed 16. Refer at all times to continuity documentation during productions and carry out dressing duties as required
Maintain condition of props	<ol style="list-style-type: none"> 17. Use appropriate materials and techniques to complete minor repairs or alterations as required or refer to relevant production personnel according to individual level of responsibility

ELEMENT	PERFORMANCE CRITERIA
	<p>18. Assess whether damaged props can continue to be used in production and arrange for replacements where necessary after referral to relevant production personnel</p> <p>19. Ensure consumable props are handled and stored according to OHS regulations and enterprise procedures</p> <p>20. Ensure props no longer required during production are stored securely and safely or returned to original sources in good condition</p> <p>21. Finalise required documentation in accordance with enterprise procedures and protocols</p>

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:
 - liaise with relevant production personnel, e.g. set designers and continuity personnel
 - understand and carry out instructions and creative directions as required
 - explain the features of prop items to others
 - prepare relevant documentation and production information
 - work effectively as a team member
 - communicate effectively on the telephone and using two-way communication devices
- literacy and numeracy skills sufficient to:
 - interpret design documentation, scale drawings and set construction specifications and instructions
 - interpret measurements accurately
- initiative and enterprise in the context of being flexible and dealing with the unexpected during productions
- technical skills sufficient to:
 - use a range of hand and power tools and equipment to dress sets
 - use and apply a range of materials, e.g. plaster, adhesives and mouldings
- self-management and planning skills sufficient to:
 - prioritise work tasks
 - work under pressure and meet deadlines
 - make decisions within level of own responsibility
 - seek expert assistance when problems arise
 - dress sets with props accurately and maintain continuity during productions
 - store props in an orderly manner
 - maintain a clean and safe work area

Required knowledge

- industry knowledge, including:
 - roles and responsibilities of personnel involved in designing and realising productions
 - understanding the artistic and technical elements of productions
 - terminology associated with production scheduling
 - set etiquette and protocols
- characteristics of different types of props

REQUIRED SKILLS AND KNOWLEDGE

- prop design and construction processes
- familiarity with storage and identification processes and systems
- methods for the safe handling of hazardous materials
- OHS standards as they apply to dressing and maintaining the continuity of sets

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: <ul style="list-style-type: none"> • assemble props required for productions • maintain props continuity during productions • handle hazardous materials and equipment in a safe manner • collaborative approach to work • effective verbal and written communication skills.
Context of and specific resources for assessment	<p>Assessment must ensure:</p> <ul style="list-style-type: none"> • completion of props assembly tasks within typical workplace time constraints • access to a range of props used in productions • access to productions requiring a range of props • 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 • direct observation of the candidate assembling props for productions • inspection of props assembled by the candidate to determine whether production requirements have been met and proper procedures followed • review of props continuity documentation prepared by the candidate • written or oral questioning to test knowledge as listed in the required skills and knowledge section of this

EVIDENCE GUIDE	
	unit.
Guidance information for assessment	Holistic assessment with other units relevant to the industry sector, workplace and job role is recommended, for example: <ul style="list-style-type: none">• CUFPRP201A Repair, maintain and alter props.

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>Production personnel</i> may include:</p>	<ul style="list-style-type: none"> • armourer • art director • costume designer • designer • director • director of photography • floor manager • head of department • performer • producer • production designer • production manager • props department personnel • props maker • props manager • props storeman • set designer • stand-by props personnel • technical director • wardrobe department personnel • wardrobe supervisor and manager • other technical/specialist staff.
<p><i>Production requirements</i> may include:</p>	<ul style="list-style-type: none"> • day and night • deadlines • hazardous situations • interior and exterior • multiple locations • operational cooking facilities, e.g. gas stove • special effects, e.g. rain or war zone • special vehicles.
<p><i>Documentation</i> may be:</p>	<ul style="list-style-type: none"> • call sheets • colour charts

RANGE STATEMENT	
	<ul style="list-style-type: none"> • computer generated • confirmation of receipt and dispatch notes • continuity reports and checklists • descriptive props checklists • fault reports • hire agreements • manually written • manufacture schedules • manufacturer specifications and instructions • measurement charts • memos of instruction • paint colour formulas • production schedules • props breakdown lists • props design • props schedules and plans • running sheets • sketches • stock orders • stock reports • technical drawings.
<i>Productions</i> may include:	<ul style="list-style-type: none"> • animations • commercials • documentaries • feature films • interactive media • live or pre-recorded television productions • live theatre and events • music video • short films • television productions of any type.
<i>Storage facility</i> may include:	<ul style="list-style-type: none"> • car boot • caravan • lock-up facility • office • on-site shed • safe • secure strong box • warehouse.

RANGE STATEMENT	
<i>Props</i> may include:	<ul style="list-style-type: none"> • cable controlled props • consumables, such as: <ul style="list-style-type: none"> • food and beverages • blood and gore • fireworks • pyrotechnics • cigarettes • candles • costume props, such as: <ul style="list-style-type: none"> • armour • weapons • jewellery • electrically controlled • equipment • furniture • hand props • mechanised props • pneumatically controlled props • pre-production prototypes • special effects props • vehicles.
<i>Locations</i> may include:	<ul style="list-style-type: none"> • in a studio • on location - exterior • on location - interior • outside broadcast • sound stage • theatre or entertainment venue.
<i>Sources</i> may include:	<ul style="list-style-type: none"> • corporate sponsors • hirers • individuals • museums • retail suppliers • ships chandlers • theatres.
<i>OHS regulations</i> may include:	<ul style="list-style-type: none"> • Australian Recommended Safety Code for Film and Television • commonwealth, state and territory OHS regulations • relevant local government construction rules

RANGE STATEMENT	
	and regulations <ul style="list-style-type: none"> • relevant national and international standards, guidelines and codes of practice, e.g. the Building Code of Australia.
<i>Set dressing</i> may include:	<ul style="list-style-type: none"> • hanging pictures • photographs • placement of props • provision of working props, e.g. stoves and sinks • pyrotechnics • replacement of consumable props.
<i>Characteristics</i> may include:	<ul style="list-style-type: none"> • props with changing properties, such as: <ul style="list-style-type: none"> • cigarettes • food • drinks • letter writing paper • inkwells • special effects props.
<i>Continuity documentation</i> may include:	<ul style="list-style-type: none"> • labels • photographs • polaroids.
<i>Materials</i> may include:	<ul style="list-style-type: none"> • adhesives • fabrics • fasteners • fibre glass • gaffer tape • leather • metal products, e.g.: <ul style="list-style-type: none"> • bars • sheets • tubes • nails and screws • paints • paper products • plaster • plaster board • plastics • polystyrene • putties of various types

RANGE STATEMENT	
	<ul style="list-style-type: none"> • spare parts • thermoplastic • timber • timber products, e.g.: <ul style="list-style-type: none"> • plywood • particle board • craftwood • tools.
<i>Techniques</i> may include:	<ul style="list-style-type: none"> • moulding materials • painting materials • sculpting and other shaping methods • gluing • metalwork, e.g.: <ul style="list-style-type: none"> • cutting • welding • brazing • woodworking.

Unit Sector(s)

Unit sector	
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Competency field

Competency field	Visual communication - props
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Co-requisite units

Co-requisite units	

