



**Australian Government**

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

# **CUSGEN03A Collaborate with colleagues in planning and producing a project**

**Release: 1**

## **CUSGEN03A Collaborate with colleagues in planning and producing a project**

### **Modification History**

Not applicable.

### **Unit Descriptor**

This unit describes the skills and knowledge required to collaborate intensively with colleagues, particularly where they have different areas of expertise and are required to work with other specialists in developing and finalising a production.

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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 Cooperate in planning the product and strategy for producing it	<ul style="list-style-type: none"><li>1.1 Clarify the understanding of what is to be produced and purpose for which it is being produced</li><li>1.2 Identify the areas of expertise required and the role and area of input of each individual</li><li>1.3 Take colleagues' and other specialists' opinions and expertise into account in the development of the plan</li><li>1.4 Identify, evaluate and incorporate the contributions of colleagues in the development of the strategy</li></ul>
2 Value and respect the skills of others and their contribution to the project	<ul style="list-style-type: none"><li>2.1 Provide opportunities for all contributors to the project to explain their ideas and how their skills can contribute to the achievement of best outcomes</li><li>2.2 Explain the importance of each area of expertise to the final product</li><li>2.3 Identify the role and area of input of each person and explain how it relates to the achievement of the final production</li></ul>
3 Set up and maintain productive workplace relationships	<ul style="list-style-type: none"><li>3.1 Treat colleagues with consideration, respect and empathy to develop and maintain harmonious working relationships</li><li>3.2 Ensure an effective flow of communication between those representing different areas of expertise</li></ul>
4 Use effective strategies for solving problems	<ul style="list-style-type: none"><li>4.1 Achieve solutions to problems by concentrating on the problem and not the personalities of the people involved</li><li>4.2 Strive to achieve a solution that all those involved can accept by taking all points of view into account and providing opportunities for all to contribute to the solution</li></ul>

## Required Skills and Knowledge

Not applicable.

## Evidence Guide

Evidence guide

### Underpinning knowledge and skills

Assessment must include evidence of essential knowledge of, and skills in, the following areas:

- effective communication skills (verbal and non verbal)
- knowledge of the particular industry and the areas of expertise required for successful production.
- negotiation skills
- high level management and organisational skills
- problem solving and dispute resolution skills

### Linkages to other units

This is a core unit that underpins effective performance in a range of cultural industry units. It is recommended that this unit is delivered/assessed in conjunction with other operational and technical units.

### Critical aspects of evidence

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

- productive and effective interaction with members of the team
- the ability to put forward a point of view in an accepting and non judgemental manner
- good listening techniques
- high level communication and negotiation skills

**Method and context of assessment**

Assessment may take place on the job, off the job or a combination of both of these. Off the job assessment must be undertaken in a closely simulated workplace environment. Assessment may incorporate a range of methods to assess performance and the application of essential underpinning knowledge, and might include:

- practical demonstration (direct observation may need to occur on more than one occasion to establish consistency of performance)
- role play
- case studies
- work samples or simulated workplace activities
- oral questioning/interview
- written or interactive computer based test or quiz
- projects/reports/logbooks
- third party reports and authenticated prior achievements
- portfolios of evidence

**Resource requirements**

There are no special resource requirements for this unit apart from access to appropriate information.

**Key competencies**

Level

Collecting, organising and analysing information	2
Communicating ideas and information	3
Planning and organising activities	2
Working with others and in teams	3
Solving problems	3
Using mathematical ideas and techniques	1
Using technology	-

## Range Statement

Range of variables

Variable

Scope

Areas of expertise may include:

design  
writing the script  
camera operation and photography  
music and sound  
engineering and other technical areas  
directing  
instructional design  
programming  
design of interactivity  
game design  
marketing  
finance  
graphics  
animation  
content expertise  
cultural protocols

Appropriate personnel to work with may include:

producers  
directors  
designers  
IT personnel  
film/television professionals  
programmers  
information technology specialists  
educators  
designers  
head of department  
other technical staff  
other specialist creative and administrative staff  
community groups

## Unit Sector(s)

Not applicable.