



Australian Government

Department of Education, Employment and Workplace Relations

CUVPRP406A Plan work space

Release: 1

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Modification History

Version	Comments
CUVPRP406A	This version first released with <i>CUV11 Visual Arts, Craft and Design Training Package version 1.0</i>

Unit Descriptor

This unit describes the performance outcomes, skills and knowledge required to plan the allocation and use of space consistent with a concept or business plan.

Application of the Unit

This unit applies in a broad range of industry contexts where individuals need to plan their own work space or the space for a small group.

Specialist designers undertake this role when requirements are more complex, or where there are large numbers of people involved.

Licensing/Regulatory Information

No licensing, legislative, regulatory or certification requirements apply to this unit at the time of endorsement.

Pre-Requisites

Not applicable.

Employability Skills Information

This unit contains employability skills.

Elements and Performance Criteria Pre-Content

ELEMENT	PERFORMANCE CRITERIA
<i>Elements describe the essential outcomes of a unit of competency.</i>	<i>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.</i>

Elements and Performance Criteria

1. Establish work space requirements	1.1 Review and analyse relevant information to determine work space requirements 1.2 Consult users of the space and other relevant stakeholders to clarify requirements about its usage 1.3 Analyse potential usage patterns to determine specific requirements and constraints
2. Design space	2.1 Assess the physical characteristics of the space in relation to its capacity to meet requirements 2.2 Assess safety and sustainability issues that impact on the organisation of space 2.3 Establish criteria for the allocation of space based on key objectives 2.4 Allocate space according to agreed criteria 2.5 Identify, negotiate and resolve conflicting demands for space according to criteria 2.6 Evaluate and document requirements for all fixtures and fittings
3. Create plans for work space	3.1 Develop plans in an appropriate format 3.2 Facilitate creation of the space through inclusion of complete and accurate supporting information 3.3 Check and finalise plans prior to implementation

Required Skills and Knowledge

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

Required skills

- communication skills to:
 - consult with others about work space requirements
 - provide clear information in plans for work space
- literacy skills to interpret a range of planning and design documentation
- numeracy skills to work with measurements and other spatial elements
- planning and organising skills to organise the planning process
- problem-solving skills to resolve issues associated with competing demands for space

Required knowledge

- context in which the space is to be used, including user group requirements and commercial considerations
- options for planning of space, including advantages and disadvantages of different approaches
- sustainability considerations for the creation of the work space
- OHS requirements as they apply to use of space within the specific industry context, including specific equipment requirements

Evidence Guide

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.

Overview of assessment	
Critical aspects for assessment and evidence required to demonstrate competency in this unit	<p>Evidence of the ability to:</p> <ul style="list-style-type: none"> • create a work space plan that meets objectives • integrate safety and sustainability requirements into the planning of space.
Context of and specific resources for assessment	<p>Assessment must ensure access to:</p> <ul style="list-style-type: none"> • a space to be planned.
Method of assessment	<p>Assessment may incorporate a range of methods to assess performance and the application of essential underpinning knowledge, and might include:</p> <ul style="list-style-type: none"> • evaluation of plans developed by the candidate • problem solving and case studies to assess ability to adapt planning to meet different industry circumstances • review of portfolios of evidence • review of third-party reports from experienced practitioners. <p>Assessment methods should closely reflect workplace demands (e.g. literacy) and the needs of particular groups (e.g. people with disabilities, and people who may have literacy or numeracy difficulties, such as speakers of languages other than English, remote communities and those with interrupted schooling).</p>
Guidance information for assessment	<p>Holistic assessment with other units relevant to the industry sector, workplace and job role is recommended.</p>

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.

<i>Information</i> may include:	<ul style="list-style-type: none"> • architectural plans • artist and installation instructions and requirements • business plans • concept sketches • design concepts • equipment specifications • floor plans.
<i>Work space</i> may include:	<ul style="list-style-type: none"> • exhibition space • performance space • office and administration space • studio • workshop.
<i>Safety and sustainability issues</i> may relate to:	<ul style="list-style-type: none"> • access limitations • equipment to be installed • ergonomics • hygiene • materials to be used • numbers of people using the space • specific equipment requirements • waste disposal.
<i>Key objectives</i> may relate to:	<ul style="list-style-type: none"> • access issues • balancing of competing demands for space • commercial viability • requirements of other users.
<i>Fixtures and fittings</i> may include:	<ul style="list-style-type: none"> • furniture • heating • hanging equipment • lighting • permanent fixtures • storage equipment • technical equipment.
<i>Appropriate format</i> for plans may be:	<ul style="list-style-type: none"> • annotated floor plans • computer drawings • sketches.

Unit Sector(s)

Industry capability – professional practice