



Australian Government

CUACOS506 Manage an off-site costume department

Release: 1

CUACOS506 Manage an off-site costume department

Modification History

Release	Comments
Release 1	This version first released with CUA Creative Arts and Culture Training Package version 2.0.

Application

This unit describes the skills and knowledge required to manage an off-site costume department for screen, media and entertainment productions.

It applies to individuals who oversee day-to-day running and use of costumes on set. They organise transport of costumes to sets or locations and manage on-set staff. They check costumes are cleaned, ironed and ready for use according to production schedules, and that all items of equipment are available and in working order. They are members of a production team and generally report to someone in a more senior creative or management position.

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

Unit Sector

Visual Communication – Costume

Elements and Performance Criteria

ELEMENT	PERFORMANCE CRITERIA
<i>Elements describe the essential outcomes.</i>	<i>Performance criteria describe the performance needed to demonstrate achievement of the element.</i>
1. Establish off-site costume area	1.1 Clarify off-site costume requirements in consultation with relevant personnel and with reference to production documentation 1.2 Carry out site inspections, as required, to determine the most appropriate location for off-site costume department 1.3 Document plans for establishing off-site costume department in line with production schedules 1.4 Confirm power supply, lighting and facilities meet needs of personnel and that communication channels between costumes area and sets are in place

ELEMENT	PERFORMANCE CRITERIA
	1.5 Conduct pre-departure checks on equipment to be used off-site 1.6 Complete required stock orders and check their availability in time for productions 1.7 Coordinate safe and efficient transport of equipment and costumes to off-site locations in line with production schedules
2. Coordinate costume operations	2.1 Check and document condition of items delivered or transported to production sites, including those from specialist manufacturers and hirers 2.2 Document shortages or damaged items according to enterprise procedures 2.3 Secure costume items and accessories to minimise theft or damage 2.4 Supervise maintenance and cleaning of costumes and accessories as required 2.5 Oversee costume continuity, taking into account last-minute changes to production schedules or scripts 2.6 Deal with operational problems promptly and efficiently, and alert relevant personnel to action taken as required 2.7 Liaise with colleagues in other departments so approach to production services and cleaning of costumes and accessories is coordinated
3. Disassemble off-site costume department	3.1 Clean and safely pack equipment and costumes to avoid damage and prepare for transport as required 3.2 Document and alert relevant personnel to damaged equipment that requires maintenance 3.3 Leave worksites in original or improved conditions 3.4 Review off-site costume department operations seeking feedback from team members and note areas for future improvement

Foundation Skills

This section describes language, literacy, numeracy and employment skills incorporated in the performance criteria that are required for competent performance.

Skill	Performance Criteria	Description
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Reading	1.1, 1.5, 1.7, 2.5	Interprets and analyses detailed textual information in production documentation to determine off-site costume requirements
Writing	1.3, 1.5, 1.6, 2.1, 2.2, 3.2, 3.4	Uses clear language, factual information and common industry terminology to document operational plans and produce accurate reports
Numeracy	1.6	Uses basic maths to identify stock shortages
Oral Communication	1.1, 1.4, 2.6, 2.7, 3.2, 3.4	- Uses clear and relevant language to contribute information and confirm understanding with a range of personnel - Obtains information by listening and questioning
Navigate the world of work	1.3, 1.7, 2.2, 3.1, 3.2	Meets expectations associated with own role in planning and completing tasks in compliance with enterprise procedures, production schedules, reporting protocols and safety considerations
Interact with others	1.1, 1.4, 2.6, 2.7, 3.2, 3.4	- Collaborates with others to achieve joint outcomes - Selects and uses appropriate communication methods and practices in discussion with stakeholders about costume service provision on location
Get the work done	1.2, 1.4-1.7, 2.1, 2.3-2.7, 3.1-3.4	- Plans and organises activities required to establish off-site costume facilities and manages required communication - Works systematically to establish essential services, facilities, stock and transport, appropriate for site conditions and production requirements - Adapts to unexpected decisions that affect costume continuity and provides solutions to operational problems quickly and effectively - Completes tasks necessary to dismantle costume operations and restore worksite conditions

Unit Mapping Information

Code and title current version	Code and title previous version	Comments	Equivalence status
CUACOS506 Manage an off-site costume department	CUFCOS501A Manage an off-site wardrobe department	Updated to meet Standards for Training Packages. Title changed. Performance criteria	Equivalent unit

Code and title current version	Code and title previous version	Comments	Equivalence status
		edited.	

Links

Companion Volume implementation guides are found in VETNet -

<https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=1db201d9-4006-4430-839f-382ef6b803d5>

Assessment Requirements for CUACOS506 Manage an off-site costume department

Modification History

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Performance Evidence

Evidence of the ability to:

- interpret production documentation, plan, set up and operate off-site costume services
- follow workplace procedures for documenting the condition of costume items before transport and after arrival on site
- supervise off-site costume operations
- check continuity of costumes is maintained during productions
- efficiently resolve costume problems that arise during productions
- supervise the process of packing and transporting equipment and costumes at the conclusion of productions.

Note: If a specific volume or frequency is not stated, then evidence must be provided at least once.

Knowledge Evidence

To complete the unit requirements safely and effectively, the individual must:

- explain administrative procedures associated with providing off-site costume services
- describe roles and responsibilities of personnel involved in off-site costume operations
- identify typical problems that arise in context of managing an off-site costume department and briefly describe solutions
- describe safety and security procedures that apply to providing off-site costume services.

Assessment Conditions

Assessment must be conducted in a safe environment where evidence gathered demonstrates consistent performance of typical activities experienced in creative arts industry environments. The assessment environment must include access to:

- productions that require an off-site costume department

- materials and equipment required to manage costume services
- costumes and accessories.

Assessors of this unit must satisfy the requirements for assessors in applicable vocational educational and training legislation, frameworks and/or standards.

Links

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