



**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<br>1.2 Carry out site inspections, as required, to determine the most appropriate location for off-site costume department<br>1.3 Document plans for establishing off-site costume department in line with production schedules<br>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                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |
|--------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
|                                            | <p>1.5 Conduct pre-departure checks on equipment to be used off-site</p> <p>1.6 Complete required stock orders and check their availability in time for productions</p> <p>1.7 Coordinate safe and efficient transport of equipment and costumes to off-site locations in line with production schedules</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |
| 2. Coordinate costume operations           | <p>2.1 Check and document condition of items delivered or transported to production sites, including those from specialist manufacturers and hirers</p> <p>2.2 Document shortages or damaged items according to enterprise procedures</p> <p>2.3 Secure costume items and accessories to minimise theft or damage</p> <p>2.4 Supervise maintenance and cleaning of costumes and accessories as required</p> <p>2.5 Oversee costume continuity, taking into account last-minute changes to production schedules or scripts</p> <p>2.6 Deal with operational problems promptly and efficiently, and alert relevant personnel to action taken as required</p> <p>2.7 Liaise with colleagues in other departments so approach to production services and cleaning of costumes and accessories is coordinated</p> |
| 3. Disassemble off-site costume department | <p>3.1 Clean and safely pack equipment and costumes to avoid damage and prepare for transport as required</p> <p>3.2 Document and alert relevant personnel to damaged equipment that requires maintenance</p> <p>3.3 Leave worksites in original or improved conditions</p> <p>3.4 Review off-site costume department operations seeking feedback from team members and note areas for future improvement</p>                                                                                                                                                                                                                                                                                                                                                                                                |

## 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 |
|-------|----------------------|-------------|
|       |                      |             |

|                            |                                     |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |
|----------------------------|-------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Reading                    | 1.1, 1.5, 1.7, 2.5                  | <ul style="list-style-type: none"> <li>Interprets and analyses detailed textual information in production documentation to determine off-site costume requirements</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                      |
| Writing                    | 1.3, 1.5, 1.6, 2.1, 2.2, 3.2, 3.4   | <ul style="list-style-type: none"> <li>Uses clear language, factual information and common industry terminology to document operational plans and produce accurate reports</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                              |
| Numeracy                   | 1.6                                 | <ul style="list-style-type: none"> <li>Uses basic maths to identify stock shortages</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |
| Oral Communication         | 1.1, 1.4, 2.6, 2.7, 3.2, 3.4        | <ul style="list-style-type: none"> <li>Uses clear and relevant language to contribute information and confirm understanding with a range of personnel</li> <li>Obtains information by listening and questioning</li> </ul>                                                                                                                                                                                                                                                                                                                                                         |
| Navigate the world of work | 1.3, 1.7, 2.2, 3.1, 3.2             | <ul style="list-style-type: none"> <li>Meets expectations associated with own role in planning and completing tasks in compliance with enterprise procedures, production schedules, reporting protocols and safety considerations</li> </ul>                                                                                                                                                                                                                                                                                                                                       |
| Interact with others       | 1.1, 1.4, 2.6, 2.7, 3.2, 3.4        | <ul style="list-style-type: none"> <li>Collaborates with others to achieve joint outcomes</li> <li>Selects and uses appropriate communication methods and practices in discussion with stakeholders about costume service provision on location</li> </ul>                                                                                                                                                                                                                                                                                                                         |
| Get the work done          | 1.2, 1.4-1.7, 2.1, 2.3-2.7, 3.1-3.4 | <ul style="list-style-type: none"> <li>Plans and organises activities required to establish off-site costume facilities and manages required communication</li> <li>Works systematically to establish essential services, facilities, stock and transport, appropriate for site conditions and production requirements</li> <li>Adapts to unexpected decisions that affect costume continuity and provides solutions to operational problems quickly and effectively</li> <li>Completes tasks necessary to dismantle costume operations and restore worksite conditions</li> </ul> |

## Unit Mapping Information

| Code and title<br>current version               | Code and title<br>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<br>current version | Code and title<br>previous version | Comments | Equivalence status |
|-----------------------------------|------------------------------------|----------|--------------------|
|                                   |                                    | edited.  |                    |

## Links

Companion Volume implementation guides are found in VETNet -

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