



Australian Government

CUACOS516 Manage an off-site costume department

Release: 1

CUACOS516 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 5.0.

Application

This unit describes the skills and knowledge required to manage an off-site costume department for screen, media and entertainment productions. It involves the coordination and supervision of costume operations to meet production requirements.

The unit applies to those who oversee the 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 Confirm off-site costume requirements in consultation with required personnel and according to production documentation 1.2 Carry out site inspection as required 1.3 Document plans for establishing off-site costume department according to production schedules 1.4 Confirm power supply, lighting and facilities meet personnel requirements 1.5 Manage communication between personnel in various locations on set

ELEMENT	PERFORMANCE CRITERIA
	1.6 Conduct pre-departure checks on equipment to be used off-site 1.7 Complete required stock orders and check their availability in time for productions 1.8 Coordinate safe and efficient transport of equipment and costumes to off-site locations according to production schedules
2. Coordinate costume operations	2.1 Check and document condition of all items delivered or transported to production sites 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 during the production 2.6 Deal with operational problems promptly and efficiently and communicate actions as required 2.7 Coordinate production services and cleaning of costumes
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 required personnel to damaged equipment that requires maintenance 3.3 Leave worksites in original or improved conditions 3.4 Review feedback and document areas for improvement

Foundation Skills

This section describes those language, literacy, numeracy and employment skills that are essential to performance but not explicit in the performance criteria.

SKILL	DESCRIPTION
Reading	Interprets and analyses detailed textual information in production documentation to determine off-site costume requirements
Writing	Uses clear language, factual information and common industry terminology to document operational plans and produce accurate reports
Numeracy	Uses basic maths to identify stock shortages
Oral	Uses clear and required language to contribute information and

SKILL	DESCRIPTION
Communication	- confirm understanding with a range of personnel - Obtains information by listening and questioning
Self-management	Meets expectations associated with own role in planning and completing tasks in compliance with enterprise procedures, production schedules, reporting protocols and safety considerations
Teamwork	- Collaborates with others to achieve joint outcomes - Selects and uses appropriate communication methods and practices
Planning and organising	- 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 and provides solutions to operational problems quickly and effectively - Completes tasks necessary to dismantle costume operations and restore worksite conditions

Unit Mapping Information

Supersedes and is equivalent to CUACOS506 Manage an off-site costume department.

Links

Companion Volume Implementation Guide is found on VETNet -

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

Assessment Requirements for CUACOS516 Manage an off-site costume department

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Performance Evidence

The candidate must demonstrate the ability to complete the tasks outlined in the elements, performance criteria and foundation skills of this unit, including evidence of the ability to:

- interpret production documentation, plan, set up and manage the functions of an off-site costume department for at least one production.

In the course of the above, the candidate must:

- follow workplace procedures for documenting the condition of costume items before transport and after arrival on site
- supervise off-site costume operations again documentation
- check continuity of costumes is maintained during production
- resolve costume problems that arise in an efficient manner during productions
- supervise the process of packing and transporting equipment and costumes at the conclusion of the production.

Knowledge Evidence

The candidate must be able to demonstrate knowledge to complete the tasks outlined in the elements, performance criteria and foundation skills of this unit, including knowledge of:

- administrative procedures associated with providing off-site costume services
- roles and responsibilities of personnel involved in off-site costume operations
- typical problems that arise in context of managing an off-site costume department and strategies to resolve them
- safety and security procedures that apply to providing off-site costume services.

Assessment Conditions

Skills in this unit must be demonstrated in a live production environment where the conditions are typical of those in a working environment in this industry.

This includes 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 education and training legislation, frameworks and/or standards. Where personal safety is a limiting factor, assessment may occur in a simulated work environment typical of those in a working environment in this industry.

Links

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