



Australian Government

CUAPPM602 Manage construction workshop operations

Release: 2

CUAPPM602 Manage construction workshop operations

Modification History

Release	Comments
Release 2	This version released with CUA Creative Arts and Culture Training Package version 2.0. Updated assessment conditions section. Updated modification history section to reflect changed name of training package.
Release 1	This version first released with CUA Creative Arts and Culture Training Package version 1.0.

Application

This unit describes the performance outcomes, skills and knowledge required to manage construction workshop operations for areas such as set construction, props manufacture and scenic art for productions in the screen, media, entertainment and events industries.

At this level, individuals are expected to apply a detailed knowledge of both creative and technical aspects of live productions or events. They exercise autonomy and judgement in contexts that are subject to change and are responsible for coordinating and supervising the work of construction team members.

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

Unit Sector

Media and entertainment production - production management

Elements and Performance Criteria

Elements	Performance Criteria
<i>Elements describe the essential outcomes.</i>	<i>Performance criteria describe the performance needed to demonstrate achievement of the element.</i>
1. Plan workshop operations	1.1 With reference to production documentation, discuss construction requirements with relevant personnel 1.2 Provide timely and accurate advice on the feasibility and safety of construction projects, including suggestions for alternatives as required 1.3 Determine cost of, and sources for, required resources

	according to organisational procedures 1.4 Develop realistic expenditure estimates that conform to budget allocations 1.5 Identify potential budget overruns and resolve or recommend alternatives to relevant personnel 1.6 Develop action plans for implementing construction projects within production deadlines 1.7 Reach agreement on action plans and budget, and amend documentation as required
2. Establish construction workshops	2.1 Plan workshop layouts to maximise efficiency of workflow from delivery and storage of materials through to load-out of finished work 2.2 Ensure that workshop areas comply with environmental requirements 2.3 Ensure that machinery and equipment are available on time and installed according to legislative and regulatory requirements 2.4 Order materials required for projects and ensure flow of supply keeps pace with work progress and stockpiles are kept to a minimum 2.5 Follow organisational financial procedures in relation to purchases and record keeping 2.6 Engage specialist staff as required
3. Supervise workshop operations	3.1 Supervise, advise and assist staff to ensure that construction is completed on time and within budget 3.2 Develop, implement and monitor hazard management plans and procedures and revise as required 3.3 Develop technical drawings as required to ensure supply of information to staff keeps pace with work progress 3.4 Ensure that safety tests are carried out as required on materials and scenic elements and that quality of work is maintained 3.5 Maintain communication with production departments and attend run-throughs and meetings to ensure a coordinated, holistic approach to work 3.6 Conduct pre-departure checks of work and supervise packing and load-out
4. Finalise construction workshop operations	4.1 Organise return of hired equipment and implement post-project maintenance of workshop areas, plant and equipment 4.2 Contribute to evaluations of productions and implement recommendations aimed at improving overall effectiveness of

	construction workshop operations
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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, 1.2, 1.3	Obtains information from a range of complex written sources
Writing	1.6, 3.2	Generates documentation in relation to managing construction workshop operations
Oral communication	1.1, 1.2, 1.7, 2.4, 3.1, 3.5	- Seeks the views and opinions of others - Obtains information by listening and questioning - Discusses ideas and solutions - Uses clear language to contribute information and express requirements
Numeracy	1.3, 1.4, 1.5, 2.1, 2.5, 3.3	Performs calculations and takes measurements when interpreting budgets and managing construction workshop operations
Navigate the world of work	1.2, 1.3, 1.4, 1.5, 1.6, 2.2, 2.3, 2.4, 2.5, 3.1, 3.2, 3.4, 3.5, 3.6, 4.1	- Works independently and collectively with a strong sense of responsibility for goals, plans, decisions and outcomes - Takes responsibility for meeting environmental and regulatory requirements within scope of own role - Applies organisational procedures when managing construction workshop operations - Manages time efficiently to meet work deadlines
Interact with others	1.1, 1.2, 1.7, 2.4, 3.1, 3.5	Collaborates to achieve joint outcomes and takes a leadership role to help facilitate effective group interaction and direction
Get the work done	1.1, 1.2, 1.3, 1.4, 1.5, 1.6, 1.7, 2.1, 2.2, 2.3, 2.4, 2.5, 2.6, 3.2, 3.3, 3.4, 3.5, 3.6,	- Sequences and schedules complex activities, monitors implementation, and manages relevant communication - Assesses information and contributes ideas about alternative ways of meeting requirements - Develops and implements strategies to

	4.1, 4.2	- minimise effects of workplace hazards • Reviews progress against goals, adjusting plans and resources to cope with contingencies • Anticipates and takes action to minimise potential problems that could disrupt construction workshop operations, such as potential budget overruns • Implements improvements to construction workshop operations based on outcome of evaluations • Uses standard word processing and spreadsheet applications to prepare workplace documentation • Distributes information electronically and uses online ordering systems
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Unit Mapping Information

Code and title current version	Code and title previous version	Comments	Equivalence status
CUAPPM602 Manage construction workshop operations (Release 2)	CUAPPM602 Manage construction workshop operations (Release 1)	Updated assessment conditions section. Updated modification history section to reflect changed name of training package.	No equivalent unit

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 CUAPPM602 Manage construction workshop operations

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Performance Evidence

Evidence of the ability to:

- integrate the interpretation of designs, specifications, budgets and schedules into the process of managing construction workshop operations
- manage construction workshop operations for at least two projects or productions in at least two of the following speciality areas:
 - art finishing
 - props manufacture
 - set construction
- manage a work team
- meet deadlines.

Note: If a specific volume or frequency is not stated, then evidence must be provided for each of the above points at least once.

Knowledge Evidence

To complete the unit requirements the individual must:

- describe issues and challenges that typically arise when managing construction workshop operations, and suggest ways to address them
- describe costing, budgeting and estimating techniques
- explain principles and techniques in relation to set construction, props manufacture and art finishing
- describe the properties and characteristics of materials before and after construction or manufacture and art finishing

- explain safe handling techniques for hazardous materials typically used in construction, manufacture and art finishing
- describe ways of testing materials and constructed elements to ensure safety
- outline administrative procedures associated with workshop management
- explain a workshop manager's responsibilities in relation to:
 - duty of care
 - hazard management
 - risk assessment
- explain how work health and safety and environmental protection legislation and regulations affect workplace procedures in construction workshops.

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:

- a construction workshop equipped with a range of machinery, materials and tools
- interaction with a team to reflect the collaborative nature of the skills in this unit.

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

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