



**Australian Government**

# **CUAPPM612 Manage construction workshop operations**

**Release: 1**

# CUAPPM612 Manage construction workshop operations

## 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 construction workshop operations for areas such as set construction, costume, props manufacture and scenic art for live productions or events, and to apply detailed knowledge of creative and technical aspects. It involves planning, supervising and finalising construction workshops according to production requirements.

The unit applies to productions or events 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 Live Entertainment Production – Production Management

## 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. Plan workshop operations                      | 1.1 Discuss construction requirements with required personnel<br>1.2 Provide advice on the feasibility and safety of construction projects, including suggestions for alternatives as required<br>1.3 Evaluate cost of required resources according to organisational procedures<br>1.4 Develop realistic expenditure estimates that conform to budget allocations |

| ELEMENT                                      | PERFORMANCE CRITERIA                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |
|----------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
|                                              | <ul style="list-style-type: none"><li>1.5 Identify potential budget overruns and resolve or recommend alternatives to required personnel</li><li>1.6 Develop action plans for implementing construction projects within production deadlines</li><li>1.7 Reach agreement on action plans and budget, and amend documentation as required</li></ul>                                                                                                                                                                                                                                                        |
| 2. Establish construction workshops          | <ul style="list-style-type: none"><li>2.1 Plan workshop layouts according to construction requirements</li><li>2.2 Confirm workshop areas comply with environmental requirements</li><li>2.3 Confirm machinery and equipment instalments are according to legislative and regulatory requirements</li><li>2.4 Order materials required for projects</li><li>2.5 Follow organisational financial procedures for material purchases</li><li>2.6 Engage specialist staff as required</li></ul>                                                                                                               |
| 3. Supervise workshop operations             | <ul style="list-style-type: none"><li>3.1 Manage staff to ensure that construction is completed on time and within budget</li><li>3.2 Develop, implement and monitor hazard management plans and procedures and revise as required</li><li>3.3 Develop technical drawings as required</li><li>3.4 Check safety tests are carried out as required on materials and scenic elements and that quality of work is maintained</li><li>3.5 Maintain communication with production departments and attend meetings</li><li>3.6 Conduct pre-departure checks of work and supervise packing and load-out</li></ul> |
| 4. Finalise construction workshop operations | <ul style="list-style-type: none"><li>4.1 Organise return of hired equipment and implement post-project maintenance of workshop areas, plant and equipment</li><li>4.2 Contribute to evaluations of productions and implement recommendations</li></ul>                                                                                                                                                                                                                                                                                                                                                   |

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

| SKILL                   | DESCRIPTION                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |
|-------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Reading                 | <ul style="list-style-type: none"><li>Obtains information from a range of complex written sources</li></ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |
| Writing                 | <ul style="list-style-type: none"><li>Generates documentation in relation to managing construction workshop operations</li></ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |
| Oral communication      | <ul style="list-style-type: none"><li>Seeks the views and opinions of others and obtains information by listening and questioning</li><li>Discusses ideas and solutions and uses clear language to contribute information and express requirements</li></ul>                                                                                                                                                                                                                                                                                                                                                                                                             |
| Numeracy                | <ul style="list-style-type: none"><li>Performs calculations and takes measurements when interpreting budgets and managing construction workshop operations</li></ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |
| Self-management         | <ul style="list-style-type: none"><li>Works independently and collectively with a strong sense of responsibility for goals, plans, decisions and outcomes</li><li>Takes responsibility for meeting environmental and regulatory requirements within scope of own role</li><li>Applies organisational procedures when managing construction workshop operations</li><li>Manages time efficiently to meet work deadlines</li></ul>                                                                                                                                                                                                                                         |
| Teamwork                | <ul style="list-style-type: none"><li>Collaborates with team members and takes a leadership role to help facilitate effective group interaction and direction</li></ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |
| Planning and organising | <ul style="list-style-type: none"><li>Sequences and schedules complex activities, monitors implementation, and manages required communication</li><li>Assesses information and contributes ideas about alternative ways of meeting requirements</li><li>Develops and implements strategies to minimise effects of workplace hazards</li><li>Reviews progress against goals, adjusting plans and resources to cope with contingencies</li><li>Proactively anticipates potential resolutions to problems that could disrupt construction workshop operations</li><li>Implements improvements to construction workshop operations based on outcome of evaluations</li></ul> |
| Technology              | <ul style="list-style-type: none"><li>Uses standard word processing and spreadsheet applications to prepare workplace documentation</li><li>Distributes information electronically and uses online ordering systems</li></ul>                                                                                                                                                                                                                                                                                                                                                                                                                                            |

## Unit Mapping Information

Supersedes and is equivalent to CUAPPM602 Manage construction workshop operations.

## 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 CUAPPM612 Manage construction workshop operations

## Modification History

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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:

- manage and supervise construction workshop operations for at least one project in at least two of the following specialty areas:
  - art finishing
  - wardrobe construction
  - props manufacture
  - set construction.

In the course of the above, the candidate must:

- integrate the interpretation of designs, specifications, budgets and schedules into the process of managing construction workshop operations
- document action plan for construction project that include timelines
- monitor activities against the action plan.

## 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:

- issues and challenges that typically arise when managing construction workshop operations, and strategies to address them
- costing, budgeting and estimating techniques
- principles and techniques in relation to set construction, props manufacture and art finishing
- properties and characteristics of materials before and after construction or manufacture and art finishing
- safe handling techniques for hazardous materials typically used in construction, manufacture and art finishing

- ways of testing materials and constructed elements to ensure safety
- administrative procedures associated with workshop management
- workshop manager's responsibilities in relation to:
  - duty of care
  - hazard management
  - risk assessment
- effect of work health and safety and environmental protection legislation and regulations on workplace procedures in construction workshops.

## 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 work teams and a construction workshop equipped with a range of machinery, materials and tools.

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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