



Australian Government

CUAPPR302 Document the creative work progress

Release: 1

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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 document the conception, development and progress of own creative work.

It applies to individuals who work in all areas of creative practice, and the work being documented could be created in any medium. Documentation could be for personal use, for example as professional development informing future work; or it could be for background information in an exhibition, for research purposes, or to comply with the requirements of a funding body.

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

Unit Sector

Industry capability – professional practice

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. Prepare to document work	1.1 Clarify intended audience and purpose for the documentation in consultation with appropriate people 1.2 Identify and evaluate information for inclusion in work documentation and consider associated intellectual property issues 1.3 Consider and select appropriate structure and format for documenting work progress 1.4 Organise collected information in a manner that supports the documentation process
2. Record the	2.1 Select and review information relevant to each phase in the

ELEMENT	PERFORMANCE CRITERIA
development of work	development of work 2.2 Incorporate relevant information into documentation according to intended purpose and selected structure and format
3. Finalise the documented work	3.1 Present documentation in a professional manner that meets the needs of intended audience and purpose, and required timeframes 3.2 Seek and use feedback from others to improve future work documentation processes

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
Learning	3.2	Uses feedback from others as a strategy to improve own performance
Reading	1.2, 1.4, 2.1	Reads information of relevance to the creative work being documented and decides how information may apply
Writing	2.2, 3.1	Develops material for a specific audience using clear sequenced language and appropriate structure and format to convey explicit information
Oral Communication	1.1, 3.2	- Uses listening and questioning techniques to confirm understanding of intended audience and purpose - Articulates clearly using specific and relevant language to canvass appropriate people for views on documentation processes
Interact with others	1.1, 3.2	Uses appropriate communication practices to discuss ideas with others
Get the work done	1.2-1.4, 2.1, 3.1	Plans and organises information and methodology according to work progress and development

Unit Mapping Information

Code and title current version	Code and title previous version	Comments	Equivalence status
CUAPPR302 Document the creative work progress	CUVPRP302A Document the work progress	Updated to meet Standards for Training Packages and clarify intent. Title changed. Minor edits to elements and performance criteria.	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 CUAPPR302 Document the creative work progress

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Performance Evidence

Evidence of the ability to:

- identify intended audience and purpose for the documentation of creative work
- select documentation format and structure suitable to the style of work from a range of possible formats and structures
- document the development of work in a way that meets identified requirements and required timeframes.

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:

- describe key features of each phase in development of work relevant to documentation:
 - conceptualisation
 - experimentation
 - process or steps
 - resolution of ideas or problem solving
 - techniques and materials
- outline elements and purposes of different media for the presentation of work documentation
- describe ways of recording ideas, processes and the development of work in the relevant area of creative work
- discuss intellectual property issues specifically related to sourcing information required to document work progress.

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:

- works requiring documentation
- tools, material and technologies used to document work progress.

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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