



Australian Government

CUAPRP301 Assemble and maintain props

Release: 1

CUAPRP301 Assemble and maintain props

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 assemble and maintain props required for productions in the film, television, media and entertainment industry sectors.

It applies to individuals who work in a team environment, assist in dressing sets and are responsible for maintaining continuity of props during productions.

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

Unit Sector

Visual Communication – Props

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 props for productions	1.1 Liaise with relevant production personnel to confirm production requirements 1.2 Review and analyse all documentation relevant to productions 1.3 Confirm availability of secure storage facility for props on location and arrange for safe transport to destination well in time for production 1.4 Check props are labelled and stored correctly, including provision and care of consumables where required 1.5 Document condition of props from all sources to ensure they meet required quality standards for production 1.6 Brief production personnel thoroughly on use, functions and placement of props, including requirements for complying with

ELEMENT	PERFORMANCE CRITERIA
	work health and safety (WHS) regulations
2. Dress sets	2.1 Assist relevant production personnel to safely handle and dress sets according to production requirements 2.2 Record accurately, placement of props on set, and make duplicates available where applicable 2.3 Complete and check the set dressing in time to meet production calls 2.4 Confirm variations to initial production plans with relevant production personnel 2.5 Identify and sequence set strike and re-dress tasks according to production requirements and deadlines 2.6 Observe on-set etiquette and protocols at all times
3. Maintain continuity during productions	3.1 Check changes to continuity are updated continually, and are accurately recorded on script breakdown 3.2 Arrange for replacement props to maintain continuity during productions, including reliability of supplies 3.3 Dress sets throughout productions to replicate or adjust from previous takes or scenes as directed 3.4 Refer at all times to continuity documentation during productions, and carry out dressing duties as required
4. Maintain condition of props	4.1 Use appropriate materials, tools and techniques to complete minor repairs or alterations as required 4.2 Assess whether damaged props can continue to be used in production and arrange for replacements where necessary in consultation with relevant production personnel 4.3 Handle and store consumable props according to WHS regulations and enterprise procedures 4.4 Store, securely and safely, props no longer required during production or return to original sources in good condition 4.5 Finalise required documentation in accordance with enterprise procedures and protocols

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	1.2, 1.4, 1.6, 2.4, 2.5, 3.4, 4.3	Interprets textual information to determine workplace requirements
Writing	1.4, 1.5, 2.2, 3.1, 4.5	- Records accurate and detailed information in required formats using clear language and industry terminology - Completes documentation according to enterprise procedures and protocols
Oral Communication	1.1, 1.6, 2.1, 2.4, 4.1, 4.2	- Uses listening and questioning to obtain information and confirm understanding - Provides information and instructions using clear and direct language appropriate to audience and context
Navigate the world of work	1.4, 1.6, 2.1, 2.5, 2.6, 4.1, 4.3, 4.5	- Follows regulatory safety requirements and enterprise procedures in preparation and maintenance of props and props continuity - Complies with explicit workplace protocols in completion of tasks
Interact with others	1.1, 1.6, 2.1, 2.4, 4.1, 4.2	- Selects and uses appropriate communication methods and practices to confirm prop requirements and convey information to production personnel - Assists others to safely achieve set dressing requirements
Get the work done	1.3, 1.5, 2.2, 2.3, 2.5, 3.1-3.4, 4.1, 4.2, 4.4	- Plans and implements a logical and methodical approach to preparation, maintenance and supply of props - Makes routine decisions about prop repairs, replacement, storage and return within scope of own role - Keeps prop location records and organises prop duplicates to maintain set appearance and continuity - Checks continuity information to sequence and carry out set dressing tasks that meet production schedules and deadlines - Checks quality and supply of props to maintain continuity and the condition of props prior to their return

Unit Mapping Information

Code and title current version	Code and title previous version	Comments	Equivalence status
CUAPRP301 Assemble and maintain props	CUFPRP301A Assemble and maintain props	Updated to meet Standards for Training Packages.	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 CUAPRP301 Assemble and maintain props

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Performance Evidence

Evidence of the ability to:

- prepare, assemble and maintain the quality and supply of props required for productions within typical time constraints
- maintain props continuity during productions and respond flexibly to production variations
- complete minor repairs or alterations
- comply with on-set protocols and etiquette
- handle hazardous props, materials and equipment in a safe manner
- brief others on safe use, functions and placement of props
- maintain set continuity documentation.

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 materials, tools and techniques to complete minor repairs or alterations to props
- identify production scheduling and continuity issues that may impact prop maintenance and assembly
- describe prop storage and identification processes and systems
- identify work health and safety standards as they apply to the safe handling of props, materials and prop repair equipment.

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 range of props
- prop storage space
- tools, equipment and materials relevant to prop assembly and maintenance.

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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