



Australian Government

CUAPRP411 Coordinate props

Release: 1

CUAPRP411 Coordinate props

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 source, obtain, prepare and monitor props for live productions.

The unit applies to those who work autonomously as they take responsibility for coordinating props. They may also be responsible for supervising others.

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. Determine prop requirements	1.1 Determine prop requirements with reference to production documentation 1.2 Discuss artistic and functional requirements of props with required personnel 1.3 Confirm budgets and timeframes that affect the purchase of props with required personnel
2. Obtain prop items	2.1 Undertake research on the style and nature of props when investigating options on achieving best outcome 2.2 Locate props that meet design specifications, time and budgetary constraints 2.3 Acquire props and document acquisition details according to organisational procedures

ELEMENT	PERFORMANCE CRITERIA
3. Prepare and maintain props for productions	3.1 Confirm props are in working condition prior to performance 3.2 Secure and store props according to organisational procedures before, during and after productions 3.3 Identify the need for prop replacements and organise replacements according to project constraints 3.4 Return props to suppliers or storage or, where appropriate, dispose of props according to environmental and safety requirements 3.5 Maintain accurate documentation in relation to the status of props, 3.6 Update documentation on sources and suppliers of props for use in future productions

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 production documentation in relation to own duties • Obtains information from a range of written sources
Oral communication	• Express requirements and contributes information using listening and questioning techniques
Numeracy	• Performs simple calculations when checking that expenditure on props meets budget allocations
Self-management	• Takes responsibility for decisions about when and how to complete tasks and coordinate with others • Takes responsibility for meeting environmental and health and safety requirements in coordinating props within scope of own role • Follows protocols and meets expectations associated with own role
Teamwork	• Coordinates props by working collaboratively with others
Planning and organising	• Makes decisions related to own role and takes responsibility for their outcomes
Technology	• Uses standard word processing and spreadsheet applications to prepare production documentation • Uses the internet as a research tool

Unit Mapping Information

Supersedes and is equivalent to CUAPRP401 Coordinate props.

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 CUAPRP411 Coordinate props

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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:

- organise and maintain props for at least two different productions.

In the course above, the candidate must:

- establish props requirements, including budget and timeframes
- conduct research to locate and obtain props
- return, safety store or dispose of props after production
- maintain records on sources and suppliers.

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:

- categories of props used in productions and the role of one-off specialist items
- where to acquire both period and contemporary prop items
- safety procedures applicable to working with props.

Assessment Conditions

Skills in this unit must be demonstrated in a workplace or simulated environment where the conditions are typical of those in a working environment in this industry.

This includes access to:

- prop specifications, materials and production schedules.

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

Links

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