



Australian Government

CUASET302 Assemble and maintain sets

Release: 1

CUASET302 Assemble and maintain sets

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 quality and continuity of sets for screen and entertainment industry productions.

It applies to individuals who, as members of set construction crews, pack and transport sets to and from production locations. On location they assemble and maintain sets during production runs or filming, and take responsibility for ensuring set continuity is achieved.

The National Standard for Licensing Persons Performing High Risk Work applies to persons performing dogging and rigging work. Completion of the following units is required for certification at either basic, intermediate or advanced levels:

- CPCCLDG3001A Licence to perform dogging
- CPCCLRG3001A Licence to perform rigging basic level
- CPCCLRG3002A Licence to perform rigging intermediate level
- CPCCLRG4001A Licence to perform rigging advanced level.

Sets and staging for some performances or events may fall within the definition of construction work. If so, people entering a construction site are required to complete the general induction training program specified by the National Code of Practice for Induction Training for Construction Work (Australian Safety Compensation Council, May 2007). Achievement of the unit *CPCCOHS1001A Work safely in the construction industry* fulfils this requirement.

Check with the relevant regulator for specific guidance on requirements.

Unit Sector

Visual Communication – Sets

Elements and Performance Criteria

ELEMENT	PERFORMANCE CRITERIA
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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 sets for productions	1.1 Confirm set requirements in discussion with relevant personnel and with reference to production documentation 1.2 Inspect and document condition of sets from all sources to determine whether they meet quality standards for productions 1.3 Identify and repair faults or refer to other production personnel for action as required 1.4 Label, code and store sets to facilitate production requirements 1.5 Discuss purpose, functions, placement and safety requirements of sets with production personnel
2. Pack sets for transport	2.1 Assist production personnel to coordinate plans for transport to, and assembly of sets at, production sites 2.2 Confirm availability of adequate facilities to meet set requirements at production sites 2.3 Conduct checks on all equipment and sets prior to departure and complete documentation according to enterprise procedures 2.4 Pack sets in appropriate containers for transport to production sites and load using safe lifting and handling methods 2.5 Complete stock orders as required and arrange delivery to production sites in line with production requirements
3. Assemble and strike sets during productions	3.1 Check everything required for assembling sets is available and confirm changes to original production requirements 3.2 Assemble sets in line with production schedules and safety requirements 3.3 Reassemble or strike sets according to production requirements, checking continuity of sets is maintained 3.4 Respond appropriately to unexpected incidents during productions 3.5 Assess whether damaged sets can continue to be used and arrange for replacements where necessary after referral to relevant production personnel 3.6 Safely store sets no longer required during productions or return them to original sources in good condition
4. Strike sets	4.1 Strike sets at conclusion of productions and safely pack and load items for transportation

ELEMENT	PERFORMANCE CRITERIA
	4.2 Arrange return of items and equipment to original sources as required 4.3 Report and document items that need repairs to relevant production personnel 4.4 Finalise required documentation according to enterprise procedures 4.5 Leave production sites in original or improved condition

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, 1.4, 2.3, 2.5, 3.1, 4.3, 4.4	Interprets and analyses textual information to determine work requirements
Writing	1.2, 1.4, 2.3, 2.5, 3.1, 4.3, 4.4	- Records accurate and detailed information in required formats using clear language and industry specific terminology - Completes documentation according to enterprise procedures and protocols
Oral Communication	1.1, 1.3, 1.5, 2.1, 3.5	- 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	1.2, 1.5, 3.2, 3.6, 4.1, 4.3	- Understands role and responsibilities for tasks and complies with explicit enterprise procedures and protocols - Prepares, assembles and dismantles sets in compliance with safety legislation
Interact with others	1.1, 1.3, 1.5, 2.1, 3.5, 4.3	- Follows accepted communication methods and practices to confirm production and set requirements, convey safety instructions, and provide information to production personnel to assist planning - Cooperates with others to achieve joint outcomes
Get the work done	1.1, 1.2, 1.3, 1.4, 2.1, 2.2, 2.3, 2.5,	Plans and implements a methodical approach to set preparation, transport and assembly

	3.1, 3.2, 3.3, 3.4, 3.5, 3.6, 4.2, 4.5	- Assesses condition of sets and makes routine decisions about repairs and packing requirements - Checks all requirements are in place at production site for set delivery and assembly - Assembles sets safely within time constraints according to production and continuity requirements - Makes routine decisions about set repairs, storage and return within scope of own role - Strikes sets according to established procedures and ensures production site is in appropriate condition
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Unit Mapping Information

Code and title current version	Code and title previous version	Comments	Equivalence status
CUASET302 Assemble and maintain sets	CUFSET301A Assemble and maintain sets	Updated to meet Standards for Training Packages. Minor edits to 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 CUASET302 Assemble and maintain sets

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Performance Evidence

Evidence of the ability to:

- document the condition of set items prior to and during productions and arrange for repairs or replacement of damaged items
- safely and efficiently pack sets for transportation
- assemble sets in line with production requirements
- maintain set continuity when re-assembling items during productions
- comply with safety procedures when packing, assembling and striking sets as part of a team.

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:

- explain the process for assembling and striking different types of sets
- outline the process for storing and identifying set items
- describe roles and responsibilities of personnel involved in assembling and striking sets
- outline safety procedures that apply to assembly, handling and packing of sets.

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:

- productions requiring sets
- set components
- interaction with others

- tools and equipment for packing and assembling sets.

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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