



Australian Government

Department of Education, Employment and Workplace Relations

CUFSET301A Assemble and maintain sets

Revision Number: 1

CUFSET301A Assemble and maintain sets

Modification History

Not applicable.

Unit Descriptor

Unit descriptor	This unit describes the skills and knowledge required to assemble and maintain sets for productions in television, film, entertainment and interactive media industries. 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.
------------------------	--

Application of the Unit

Application of the unit	Under the overall direction of supervising production staff, members of set construction crews apply the skills and knowledge outlined in this unit. They work closely with set designers, production managers and props personnel to assemble and maintain sets. They are usually involved with the packing and transportation of sets to and from production locations. During productions, the role includes maintaining the quality of sets and ensuring set continuity is achieved. As a rule, members of set construction crews need to be well-organised and flexible enough to adapt to unexpected situations, as well as having the technical skills required to carry out repairs and maintenance of set components.
--------------------------------	---

Licensing/Regulatory Information

Not applicable.

Pre-Requisites

Prerequisite units		

Employability Skills Information

Employability skills	This unit contains employability skills.
-----------------------------	--

Elements and Performance Criteria Pre-Content

Elements describe the essential outcomes of a unit of competency.	Performance criteria describe the performance needed to demonstrate achievement of the element. Where bold italicised text is used, further information is detailed in the required skills and knowledge section and the range statement. Assessment of performance is to be consistent with the evidence guide.
---	--

Elements and Performance Criteria

ELEMENT	PERFORMANCE CRITERIA
Prepare sets for production	1. Liaise with relevant production personnel to confirm production requirements 2. Review documentation relevant to production and analyse to ensure set requirements are fully met 3. Document condition of sets from all sources to ensure they meet required quality standards for production 4. Identify and repair faults or arrange with relevant production personnel to carry out specific alterations where applicable 5. Ensure sets are labelled, coded and stored to facilitate production requirements 6. Ensure relevant production personnel are briefed thoroughly on use, functions and placement of sets, including requirements for complying with OHS regulations
Pack sets for transport	7. Assist relevant production personnel to coordinate plans for transport to, and assembly of sets at, production sites 8. Confirm availability of adequate facilities to meet set requirements at production sites 9. Conduct checks on all equipment and sets prior to departure and complete documentation according to enterprise procedures 10. Pack sets in appropriate containers for transport to production sites and load using safe lifting and handling methods 11. Complete stock orders as required and ensure delivery to production sites in line with production requirements
Assemble and strike sets during productions	12. Check availability of set requirements and equipment and confirm with relevant production personnel any variations to original production requirements 13. Brief relevant production personnel about safety features and requirements associated with sets as applicable 14. Assemble sets ensuring all work is completed safely, securely and on time 15. Reassemble or strike sets according to production requirements ensuring continuity and appearance of sets are maintained 16. Assess whether damaged sets can continue to be used in production and arrange for replacements where necessary after referral to relevant production personnel

ELEMENT	PERFORMANCE CRITERIA
	17. Ensure sets no longer required during production are stored securely and safely or returned to original sources in good condition
Strike sets	18. Strike sets at conclusion of productions and safely pack and load for transportation 19. Arrange return of items and equipment to original sources as applicable 20. Report equipment that is damaged and requires maintenance to relevant production personnel and document requirement 21. Finalise required documentation according to enterprise procedures and protocols 22. Leave production site in original or improved condition, ensuring no adverse impact on the site

Required Skills and Knowledge

REQUIRED SKILLS AND KNOWLEDGE

This section describes the skills and knowledge required for this unit.

Required skills

- communication and teamwork skills sufficient to:
 - liaise with relevant production personnel, e.g. set designers and continuity personnel
 - understand and carry out instructions and creative directions as required
 - explain the features of components of sets to others
 - prepare relevant documentation and production information
 - work effectively as a team member
 - communicate effectively on the telephone and using two-way communication devices
- literacy and numeracy skills sufficient to:
 - interpret design documentation, scale drawings and set construction specifications and instructions
 - interpret measurements accurately
- initiative and enterprise in the context of being flexible and dealing with the unexpected during productions
- technical skills sufficient to:
 - use a range of hand and power tools and equipment to dress sets
 - use and apply a range of materials, e.g. paint, plaster, adhesives and mouldings
 - assemble sets accurately according to production requirements
- self-management and planning skills sufficient to:
 - prioritise work tasks
 - work under pressure and meet deadlines
 - make decisions within level of own responsibility
 - seek expert assistance when problems arise
 - maintain continuity of sets during productions
 - store sets in an orderly manner
 - maintain a clean and safe work area

Required knowledge

- industry knowledge, including:
 - roles and responsibilities of personnel involved in designing and realising productions
 - understanding the artistic and technical elements of productions
 - terminology associated with production scheduling
 - set etiquette and protocols

REQUIRED SKILLS AND KNOWLEDGE

- characteristics of different types of sets, construction materials and methods
- set design and construction processes
- familiarity with storage and identification processes and systems
- methods for the safe handling of hazardous materials
- OHS standards as they apply to assembling and maintaining sets

Evidence Guide

EVIDENCE GUIDE

The Evidence Guide provides advice on assessment and must be read in conjunction with the performance criteria, required skills and knowledge, range statement and the Assessment Guidelines for the Training Package.

Overview of assessment

Critical aspects for assessment and evidence required to demonstrate competency in this unit

Evidence of the following is essential:

- ability to:
 - assemble sets for productions in line with production requirements
 - maintain sets continuity during productions
 - handle hazardous materials and equipment in a safe manner
- collaborative approach to work
- effective verbal and written communication skills.

Context of and specific resources for assessment

Assessment must ensure:

- completion of set assembly tasks within typical workplace time constraints
- access to a range of set components used in productions
- access to productions requiring a range of set components
- access to appropriate learning and assessment support when required
- use of culturally appropriate processes and techniques appropriate to the language and literacy capacity of learners and the work being performed.

Method of assessment

A range of assessment methods should be used to assess practical skills and knowledge. The following examples are appropriate for this unit:

- direct questioning combined with review of portfolios of evidence and third-party workplace reports of on-the-job performance
- direct observation of the candidate assembling sets for productions
- inspection of sets assembled by the candidate to determine whether production requirements have been met and proper procedures followed
- review of set continuity documentation prepared by the candidate

EVIDENCE GUIDE	
	written or oral questioning to test knowledge as listed in the required skills and knowledge section of this unit.
Guidance information for assessment	Holistic assessment with other units relevant to the industry sector, workplace and job role is recommended, for example: CUESET302A Make sets.

Range Statement

RANGE STATEMENT

The range statement relates to the unit of competency as a whole. It allows for different work environments and situations that may affect performance. Bold italicised wording, if used in the performance criteria, is detailed below. Essential operating conditions that may be present with training and assessment (depending on the work situation, needs of the candidate, accessibility of the item, and local industry and regional contexts) may also be included.

Production personnel may include:

- art director
- continuity personnel
- costume designer
- designers
- director
- director of photography
- floor manager
- head of department
- performers
- producer
- production designer
- production manager
- set designer
- sets department personnel
- sets makers, e.g. carpenters
- sets manager
- sets storeman
- stand-by sets
- technical director
- other technical/specialist staff.

Production requirements may include:

- animatronic devices
- cable controlled sets
- day and night
- deadlines
- electrically controlled sets
- flooring
- hazardous situations
- hydraulics
- interior and exterior locations
- lifts
- mechanised sets
- multiple locations
- pneumatically controlled sets

RANGE STATEMENT	
	• revolves • scaffolding • special effects sets • winches.
Documentation may be:	• call sheets • colour charts • computer generated • confirmation of receipt and dispatch notes • continuity reports and checklists • descriptive checklists of sets • fault reports • hire agreements • manually written • manufacture schedules • manufacturer specifications and instructions • measurement charts • memos of instruction • paint colour formulas • production schedules • running sheets • set designs • sets breakdown lists • sets schedules and plans • sketches • stock orders • stock reports • technical drawings.
Productions may include:	• animations • commercials • documentaries • feature films • interactive media • live or pre-recorded television productions • live theatre and events • music videos • short films • television productions of any type.
Set requirements may include:	• construction from various materials, such as: • timber • metal

RANGE STATEMENT	
	• fibre glass • masonite • plaster • plastic mouldings • canvas • gauze • synthetic and natural fibres • gluing • metalwork, including: • cutting • welding • brazing • moulding materials • painting materials • sculpting and other shaping methods • weight bearing construction • woodworking.
Sets may include:	• cycloramas and backdrops • flats • flown pieces • functional rooms, e.g. kitchen • models, e.g. dinosaurs • rostrums • soft items, e.g. drapes • stairs • traps • treads.
Sources may include:	• corporate sponsors • hirers • individuals • museums • retail suppliers, e.g. hardware and timber merchants • theatres.
Faults may include:	• breakages • dirt • fire damage • marks • poor paint match

RANGE STATEMENT	
	• rips • stains.
<i>OHS regulations</i> may include:	• Australian Recommended Safety Code for Film and Television • commonwealth, state and territory OHS regulations • relevant local government construction rules and regulations • relevant national and international standards, guidelines and codes of practice, e.g. the Building Code of Australia.
<i>Production sites</i> may include:	• in a studio • on location - exterior • on location - interior • outside broadcast • sound stage • theatre and entertainment venue.
<i>Facilities</i> may include:	• caravans • catering • French braces • lock-up facilities • offices • on-site sheds • safes • sand bags • secure strong boxes • warehouses.
<i>Equipment</i> may include:	• communication equipment, such as: • mobile telephones • two-way communication devices • fire extinguishers • first aid kit • generators • gloves • power sources • power tools • safety boots • safety goggles and masks • spray rooms • work benches.

RANGE STATEMENT	
Containers may include:	• boxes • braces • cloth bags • crates • road cases • timber frames • tubes.
Continuity may include:	• condition, e.g. rips and breakages • mechanical sets, e.g. lifts • miniatures • models • paint quality • placement • special requirements for action sequences.

Unit Sector(s)

Unit sector	
--------------------	--

Competency field

Competency field	Visual communication - sets
-------------------------	-----------------------------

Co-requisite units

Co-requisite units		