



Australian Government

Department of Education, Employment and Workplace Relations

CUVADM02B Plan work space

Release: 1

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Modification History

Not Applicable

Unit Descriptor

Unit descriptor

This unit describes the skills and knowledge required to plan the allocation and usage of space consistent with a concept or business plan. This unit is applicable to work in many industries. Significant underpinning knowledge of the particular work context is required. This work would usually be carried out autonomously and may include responsibility for others.

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

Application of the Unit

Not Applicable

Licensing/Regulatory Information

Refer to Unit Descriptor

Pre-Requisites

Prerequisite units

This unit has linkages with a range of other units and combined assessment and/or training with those units may be appropriate, e.g.:

- event, exhibition management units in other Training Packages
- general management and administration units
- CUVCRS03B Produce computer-aided drawings
- CUVCRS04B Produce technical drawings.

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
1 Establish work space requirements.	1.1 Review and analyse relevant workplace documentation to determine space requirements. 1.2 Consult users of the space and other relevant stakeholders to clarify requirements about usage of the space. 1.3 Analyse potential usage patterns to determine specific requirements and constraints.
2 Allocate work space.	2.1 Assess the physical characteristics of the space in relation to its capacity to meet requirements. 2.2 Assess safety and environmental issues that may impact on the organisation of space. 2.3 Establish criteria for the allocation of space in accordance with organisational/project objectives. 2.4 Consult and reach agreement on criteria for allocation of space with relevant stakeholders. 2.5 Allocate space in accordance with agreed criteria. 2.6 Identify, negotiate and resolve any conflicting demands for space in accordance with criteria. 2.7 Develop plans in an appropriate format which clearly communicate the allocation of space and identify any additional equipment/infrastructure requirements.

Required Skills and Knowledge

Required Skills and knowledge

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

Required skills:

- planning skills in relation to processes required for planning of work space.

Required Skills and knowledge

Required knowledge:

- detailed knowledge of the context in which the space is to be used, including user group requirements and commercial considerations
- occupational health and safety requirements as they apply to use of space within the specific industry context, including specific equipment requirements.

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.

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

The following evidence is critical to the judgement of competence in this unit:

- production of a plan which meets agreed objectives for usage of a specific work space
- integration of relevant safety requirements into the planning of space.

Context of and specific resources for assessment

The assessment context must provide for:

- practical demonstration of skills through the development of plans for a specific work space and to meet a specific industry requirement.

Method of assessment

Assessment may incorporate a range of methods to assess performance and the application of essential underpinning knowledge, and might include:

- evaluation of plans developed by the candidate
- problem solving and case studies to assess ability to adapt planning to meet different industry circumstances
- review of portfolios of evidence

EVIDENCE GUIDE

- third party workplace reports of performance by the candidate.

Assessment methods should closely reflect workplace demands (e.g. literacy) and the needs of particular groups (e.g. people with disabilities, and people who may have literacy or numeracy difficulties such as speakers of languages other than English, remote communities and those with interrupted schooling).

Assessment of this unit requires access to a specific work space for which plans can be developed.

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.

Workplace documentation may include:

- architectural plans
- artist/installation instructions and requirement
- business plan
- concept sketches
- design concepts
- floor plans.

Work ***space*** may include:

- exhibition, performance space
- food preparation and outlet space
- office, administration space
- public facilities
- retail space
- storage areas, including collection storage
- studio, workshop.

RANGE STATEMENT

Users of space and other relevant stakeholders may include:

- artists, exhibitors, performers working or exhibiting in the space
- commercial partners
- staff
- visitors, patrons, customers.

Safety and environmental issues may relate to:

- access limitations
- ergonomics
- hygiene
- numbers of people using the space
- specific equipment requirements
- waste disposal.

Organisational/project objectives which affect criteria for space allocation may relate to:

- access issues
- balancing of competing demands for space
- commercial viability
- requirements of other users.

Appropriate format for plans may be:

- annotated floor plans
- computer drawings
- sketches.

Additional equipment/infrastructure may include:

- food servery
- furniture
- hanging, installation equipment
- lights, heating, projection equipment
- storage equipment
- technical equipment, e.g. computers, photocopiers

Unit Sector(s)

Not Applicable