



Australian Government

Department of Education, Employment and Workplace Relations

CUVCRS08B Document the work progress

Release: 1

CUVCRS08B Document the work progress

Modification History

Not Applicable

Unit Descriptor

Unit descriptor

This unit describes the skills and knowledge required to document the conception, development and progress of work. This is a support unit for specialisations. The skills and knowledge are not restricted to a particular specialisation but apply across all specialisations depending on the work context. This work would usually be carried out under limited supervision.

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

It is highly recommended that this unit be assessed in conjunction with relevant specialisation 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
1 Research and collate information for work documentation.	1.1 Identify <i>relevant information</i> which may be included in work <i>documentation</i>. 1.2 Evaluate information to determine what should be included based on the particular work context. 1.3 Consider and select an appropriate structure and format for the recording of work progress. 1.4 Organise information in a manner which will support the documentation process.
2 Record the development of work.	2.1 Accurately document <i>the development of work</i> according to selected format and structure. 2.2 Include all relevant information covering concept, ideas, experimentation and ongoing evaluation processes. 2.3 Present documentation in a professional manner to meet the needs of the intended audience.

Required Skills and Knowledge

Required Skills and knowledge

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

Required skills:

- literacy skills sufficient to access, research and prepare information pertinent to documentation of the work progress
- numeracy skills sufficient to calculate and measure data and layout issues.

Required knowledge:

- knowledge about ways of recording ideas, processes and the development of the work
- knowledge about other artists/designers/technicians, their work and ideas
- awareness of copyright, moral rights and intellectual property issues specifically related to sourcing any information required and documenting the work progress.

Required Skills and knowledge

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:

- accurate and comprehensive documentation of the conception, process and progress of the production of the work.

Context of and specific resources for assessment

The assessment context must provide for:

- practical demonstration of skills through the documentation of more than one piece of work.

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 documentation prepared by the candidate
- questioning and discussion of the candidate's intentions and the documentation work outcome
- verbal and/or written reports
- review of portfolios of evidence
- 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 e.g. speakers of languages other than English, remote communities and those with interrupted schooling).

EVIDENCE GUIDE

This unit requires access to materials and information that will support the candidate in documenting the work progress. This will include access to sources of information about ideas, techniques, equipment, tools and materials.

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.

Relevant information for inclusion in documentation may relate to:

- creative concepts and techniques
- equipment, tools, materials and processes
- parameters/constraints
- texts
- the ideas discovered through research
- work of other artists, craftspeople or designers.

Documentation may include:

- a brief
- annotated images, technical charts
- art works
- CD ROM
- charts, diagrams, specifications
- collages
- drawings, sketches
- maquettes, models
- photographs (analogue and/or digital)
- references to texts
- samples, test strips, test pieces
- scrap book/diary of images and texts
- sound/music
- video, oral tape
- work flow diagram/chart.

The development of the work includes:

- conceptualisation
- experimentation
- process or steps
- resolution of ideas or problem solving
- techniques and materials.

RANGE STATEMENT

Unit Sector(s)

Not Applicable