

<b>Training Package</b>	<b>Film, Television, Radio and Multimedia (CUF01)</b>	<b>HSC Requirements and Advice</b>
<b>Title</b>	<b>Modify, repair and maintain costumes</b>	
<b>Unit code</b> <b>CUFCOS04B</b>	<b>Unit Descriptor</b> This unit describes the skills and knowledge required to alter, repair and maintain costumes under the supervision of senior costume personnel for any production within the cultural industries. It includes fundamental sewing and costume maintenance techniques.	<b>HSC Indicative Hours</b>  <b>20</b>

<b>Evidence Guide</b>			
<b>Underpinning skills and knowledge</b>	<b>Linkages to other units</b>	<b>Resource requirements</b>	<b>HSC Requirements and Advice</b>
<p>Assessment must include evidence of the following knowledge and skills:</p> <ul style="list-style-type: none"> <li>• basic sewing techniques, including hand sewing and the manipulation of fabric through a sewing machine</li> <li>• Occupational Health and Safety requirements for the safe use of sewing machines and other equipment</li> <li>• the use, properties and care of different fabrics and materials regularly used in making costumes and how they react to laundering, dry cleaning or spot cleaning</li> <li>• broad knowledge of cleaning agents and the effect they have on a range of fabrics/materials, including those that are fragile and easily damaged</li> <li>• typical labelling and storage systems for costumes</li> <li>• ways of maintaining costume and documentation</li> <li>• the different roles and responsibilities of people working within a wardrobe department</li> <li>• literacy skills sufficient to interpret production documentation, costume labels and costume care instructions.</li> </ul>	<p>This unit has linkages to a range of other units and combined assessment and/or training with those units may be appropriate, for example:</p> <ul style="list-style-type: none"> <li>• CUFCOS06B - Dress performers.</li> </ul>	<p>Assessment of this unit requires access to:</p> <ul style="list-style-type: none"> <li>• costumes requiring modification, repair or maintenance</li> <li>• equipment typically found within a wardrobe department, including industrial sewing machines.</li> </ul>	<p><b>Key Terms and Concepts</b></p> <ul style="list-style-type: none"> <li>• alteration</li> <li>• cleaning agents</li> <li>• costume</li> <li>• documentation</li> <li>• dry cleaning</li> <li>• hand and machine sewing techniques</li> <li>• labelling</li> <li>• laundering</li> <li>• modifications</li> <li>• occupational health and safety (OHS)</li> <li>• personnel</li> <li>• repair and maintenance</li> <li>• safe work practices</li> <li>• sewing machine</li> <li>• spot cleaning</li> <li>• storage</li> <li>• tools and equipment</li> <li>• use, properties and care of fabrics and materials</li> <li>• wardrobe department</li> <li>• work station</li> <li>• workplace procedures.</li> </ul>

Method and context of assessment	Critical aspects of evidence	HSC Requirements and Advice
<p>The assessment context must provide for:</p> <ul style="list-style-type: none"> <li>• modification, repair and maintenance of costumes within commercially realistic timeframes</li> <li>• repair and maintenance of different types of costumes.</li> </ul> <p>Assessment may incorporate a range of methods to assess performance and the application of essential underpinning knowledge, and might include:</p> <ul style="list-style-type: none"> <li>• evaluation of costumes repaired, maintained or modified by the candidate</li> <li>• oral questioning/interviewing to assess knowledge of fabric types and different sewing techniques</li> <li>• case studies and problem solving exercises to determine ability to respond appropriately to different repair and modification needs</li> <li>• portfolios of evidence and third party workplace reports of on-the-job performance by the candidate.</li> </ul> <p>Assessment methods should closely reflect workplace demands 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).</p>	<p>The following evidence is critical to the judgement of competence in this unit:</p> <ul style="list-style-type: none"> <li>• knowledge of different repair and maintenance techniques for different types of fabrics and costumes</li> <li>• ability to use techniques to repair and restore costumes to optimum condition.</li> </ul>	

### Key competencies in this unit

Key competencies are built into all workplace competencies. The table below describes those applicable to this unit. Trainers and assessors should ensure that they are addressed in training and assessment.

Level 1 = Perform

Level 2 = Administer and Manage

Level 3 = Design and Evaluate

Key competencies	Level	Examples
Collecting, organising and analysing information	1	Interpreting repair requirements.
Communicating ideas and information	1	Completing documentation.
Planning and organising activities	1	Organising materials and equipment.
Working with others and in teams	1	Liaising with supervisor on work requirements.
Using mathematical ideas and techniques	1	Calculating measurements.
Solving problems	1	Treating a difficult stain.
Using technology	1	Using a sewing machine.

Element	Performance Criteria	Range of Variables	HSC Requirements and Advice
1 Make simple costume alterations	1.1 Set-up and adjust equipment and work station in accordance with safety and workplace procedures or construction requirements, ensuring appropriate and compatible equipment and accessories are used.	<p>The following explanations identify how this unit may be applied in different workplaces, sectors and circumstances.</p> <p>Types of production may include:</p> <ul style="list-style-type: none"> <li>• feature films</li> <li>• documentaries</li> <li>• short films</li> <li>• commercials</li> <li>• filmed events or performances</li> <li>• music video</li> <li>• television productions of any type, e.g. music, drama, comedy, variety, sport</li> <li>• live or pre-recorded television productions</li> <li>• stage performances</li> <li>• live events/entertainment/performance.</li> </ul> <p>Costumes may include:</p> <ul style="list-style-type: none"> <li>• female, male and child costumes</li> <li>• dance wear</li> </ul>	<p><b>Learning experiences for the HSC must address:</b></p> <p>An awareness of occupational health and safety (OHS) requirements for safe use of sewing machines and other equipment.</p> <p>General features, purpose and working knowledge of tools and equipment used for costume alterations including:</p> <ul style="list-style-type: none"> <li>• industrial/domestic irons and steamers</li> <li>• industrial/domestic sewing machine and overlocker</li> <li>• needles</li> <li>• thread</li> <li>• glue guns</li> <li>• hand tools</li> <li>• scissors</li> <li>• dressmaker's dummies.</li> </ul>
	1.2 Complete simple costume modifications in accordance with requirements for quality, personal safety and speed of work.	<ul style="list-style-type: none"> <li>• tailored costumes</li> <li>• character costumes</li> <li>• period costumes</li> <li>• hard and soft sculpture costumes</li> <li>• contemporary wear</li> <li>• millinery</li> <li>• accessories.</li> </ul> <p>Tools and equipment used in the modification, repair and maintenance of costumes may include:</p> <ul style="list-style-type: none"> <li>• industrial/domestic irons and steamers</li> <li>• glue guns</li> <li>• tools, e.g. wire cutters, bolt cutters, hammers, pliers</li> <li>• scissors</li> <li>• dressmaker's dummies</li> <li>• washing machines and dryers.</li> </ul> <p>Costume modifications and repairs may include:</p> <ul style="list-style-type: none"> <li>• hemming</li> <li>• taking in/letting out</li> <li>• repairing fabric tears/seams</li> <li>• repairing closures</li> </ul>	<p><b>Learning experiences for the HSC must address:</b></p> <p>An awareness of work productions where costumes are used including:</p> <ul style="list-style-type: none"> <li>• films <ul style="list-style-type: none"> <li>- feature</li> <li>- short</li> </ul> </li> <li>• documentaries</li> <li>• commercials</li> <li>• filmed events or performances</li> <li>• music video</li> <li>• live or pre-recorded television productions</li> <li>• stage performances</li> <li>• live events/entertainment/performance.</li> </ul> <p>An awareness of a range of costumes including:</p> <ul style="list-style-type: none"> <li>• female, male and child</li> <li>• dance wear</li> <li>• tailored</li> <li>• character</li> <li>• period</li> <li>• hard and soft sculpture</li> <li>• contemporary wear</li> </ul>

Element	Performance Criteria	Range of Variables	HSC Requirements and Advice
		<ul style="list-style-type: none"> <li>• replacing buttons and trimmings</li> <li>• replacing parts of costumes, e.g. cuffs, collars, linings</li> <li>• maintaining the standard of the overall costume.</li> </ul>	<ul style="list-style-type: none"> <li>• millinery</li> <li>• accessories.</li> </ul> <p>Costume modifications and repairs including:</p> <ul style="list-style-type: none"> <li>• hemming</li> <li>• taking in/letting out</li> <li>• repairing <ul style="list-style-type: none"> <li>- fabric tears</li> <li>- seams</li> <li>- closures</li> </ul> </li> <li>• replacing <ul style="list-style-type: none"> <li>- buttons and trimmings</li> <li>- parts of costumes.</li> </ul> </li> </ul> <p>Basic hand and machine sewing techniques.</p> <p>Awareness of a range of alteration techniques for different types of fabric and costumes.</p>
	1.3 Inspect sewn pieces, identify any faults and take action to rectify any faults in accordance with workplace procedures or construction requirements.		
	1.4 Identify situations where assistance may be required and seek guidance from appropriate work colleagues.	<p>Relevant personnel may include:</p> <ul style="list-style-type: none"> <li>• costume designers</li> <li>• wardrobe department personnel</li> <li>• wardrobe supervisors/managers</li> <li>• costume production staff</li> <li>• other specialist staff.</li> </ul>	<p><b>Learning experiences for the HSC must address:</b></p> <p>Roles, responsibilities and interrelationship between relevant personnel:</p> <ul style="list-style-type: none"> <li>• costume designers</li> <li>• costume department personnel</li> <li>• costume supervisors/managers</li> <li>• costume construction.</li> </ul>
2 Undertake repairs	2.1 Assess costumes for repair requirements and liaise with relevant personnel to determine requirements for repairs.	<p>Costumes may include:</p> <ul style="list-style-type: none"> <li>• female, male and child costumes</li> <li>• dance wear</li> <li>• tailored costumes</li> <li>• character costumes</li> <li>• period costumes</li> <li>• hard and soft sculpture costumes</li> <li>• contemporary wear</li> <li>• millinery</li> <li>• accessories.</li> </ul>	<p><b>Learning experiences for the HSC must address</b></p> <p>A basic understanding of the use and properties of a range of fabrics and appropriate repair and maintenance techniques.</p> <p>Importance of making accurate alterations and/or repairs/maintenance to costumes in accordance with supervisor's instructions.</p>

Element	Performance Criteria	Range of Variables	HSC Requirements and Advice
		Costume modifications and repairs may include: <ul style="list-style-type: none"> <li>• hemming</li> <li>• taking in/letting out</li> <li>• repairing fabric tears/seams</li> <li>• repairing closures</li> <li>• replacing buttons and trimmings</li> <li>• replacing parts of costumes, e.g. cuffs, collars, linings</li> <li>• maintaining the standard of the overall costume.</li> </ul> Relevant personnel may include: <ul style="list-style-type: none"> <li>• costume designers</li> <li>• wardrobe department personnel</li> <li>• wardrobe supervisors/managers</li> <li>• costume production staff</li> <li>• other specialist staff.</li> </ul>	
	2.2 Prepare costumes, materials and equipment in an appropriate manner for repairs.	Tools and equipment used in the modification, repair and maintenance of costumes may include: <ul style="list-style-type: none"> <li>• industrial/domestic irons and steamers</li> <li>• glue guns</li> <li>• tools, e.g. wire cutters, bolt cutters, hammers, pliers</li> <li>• scissors</li> <li>• dressmaker's dummies</li> <li>• washing machines and dryers.</li> </ul>	<b>Learning experiences for the HSC must address:</b> An understanding of the appropriate tools and equipment for use with various types of fabrics and costumes.
	2.3 Complete repairs to restore costumes to optimum condition.	Costume modifications and repairs may include: <ul style="list-style-type: none"> <li>• hemming</li> <li>• taking in/letting out</li> <li>• repairing fabric tears/seams</li> <li>• repairing closures</li> <li>• replacing buttons and trimmings</li> <li>• replacing parts of costumes, e.g. cuffs, collars, linings</li> <li>• maintaining the standard of the overall costume.</li> </ul>	

Element	Performance Criteria	Range of Variables	HSC Requirements and Advice
3 Launder, press or otherwise service costumes	3.1 Identify the properties of the costume components to determine the appropriate laundering process.	Types of laundering may include: <ul style="list-style-type: none"> <li>• washing and drying</li> <li>• dry cleaning</li> <li>• spot cleaning</li> <li>• airing and sanitising</li> <li>• shoe cleaning.</li> </ul>	<p><b>Learning experiences for the HSC must address:</b></p> <p>An awareness of the use, properties and care of different fabrics and materials regularly used in costume making.</p> <p>A basic knowledge of cleaning agents and processes and the effect they have on a range of fabrics and materials including :</p> <ul style="list-style-type: none"> <li>• washing and drying</li> <li>• dry cleaning</li> <li>• spot cleaning.</li> </ul> <p>Awareness of appropriate testing procedures.</p> <p>Servicing process for costumes:</p> <ul style="list-style-type: none"> <li>• washing</li> <li>• drying</li> <li>• dry cleaning</li> <li>• spot cleaning</li> <li>• airing and sanitising</li> <li>• pressing</li> <li>• shoe cleaning.</li> </ul> <p>Care labelling systems for costumes.</p> <p>A basic knowledge of Australian and international textile labelling codes to ensure correct laundry methods are applied.</p>
	3.2 Identify and rectify any faults, spots or marks using appropriate equipment and/or chemicals.	Tools and equipment used in the modification, repair and maintenance of costumes may include: <ul style="list-style-type: none"> <li>• industrial/domestic irons and steamers</li> <li>• glue guns</li> <li>• tools, e.g. wire cutters, bolt cutters, hammers, pliers</li> <li>• scissors</li> <li>• dressmaker's dummies</li> <li>• washing machines and dryers.</li> </ul>	<p><b>Learning experiences for the HSC must address:</b></p> <p>Safe work practices for use of:</p> <ul style="list-style-type: none"> <li>• tools and equipment</li> <li>• chemicals <ul style="list-style-type: none"> <li>- detergents</li> <li>- sanitisers</li> <li>- spot cleaning fluids.</li> </ul> </li> </ul> <p>Procedures to recognise and treat a range of stains including:</p> <ul style="list-style-type: none"> <li>• food stains</li> <li>• dirt and grime</li> <li>• perspiration</li> </ul>

Element	Performance Criteria	Range of Variables	HSC Requirements and Advice
			<ul style="list-style-type: none"> <li>• grease</li> <li>• ink</li> <li>• blood</li> <li>• grass</li> <li>• make-up.</li> </ul>
	3.3 Wash and press any costumes in accordance with the care instructions for the fabric, ensuring that delicate or problem fabrics are serviced with care.	Types of laundering may include: <ul style="list-style-type: none"> <li>• washing and drying</li> <li>• dry cleaning</li> <li>• spot cleaning</li> <li>• airing and sanitising</li> <li>• shoe cleaning.</li> </ul>	<b>Learning experiences for the HSC must address:</b> Operation and use of a range of laundry equipment including; <ul style="list-style-type: none"> <li>• washers</li> <li>• dryers</li> <li>• irons</li> <li>• steam press.</li> </ul>
	3.4 Make necessary arrangements for the special laundering or dry cleaning of costumes and document the dispatch and collection of costumes.		<b>Learning experiences for the HSC must address:</b> Enterprise/organisation procedures and documentation for outsourcing care of costumes.
	3.5 Accurately label, code and store costumes in accordance with production and organisational requirements.		<b>Learning experiences for the HSC must address:</b> Labelling, coding and storage system for costumes for: <ul style="list-style-type: none"> <li>• performers use in current production</li> <li>• long-term storage until required for future production.</li> </ul>
	3.6 Complete documentation in accordance with workplace or production requirements.		<b>Learning experiences for the HSC must address:</b> Enterprise/organisation records and documentation.