

Training Package	Entertainment (CUE03)/Screen and Media (CUF07)	HSC Requirements and Advice
Unit code	Unit title	HSC Indicative Hours
CUFPRP201A	Repair, maintain and alter props	20

Competency field	Visual communication – Props
Unit descriptor	<p>This unit describes the performance outcomes, skills and knowledge required to prepare props for use in a range of productions.</p> <p>People in this position are responsible for the care, maintenance and storage of props for productions in the film, television, entertainment and interactive media industries. They need to be proficient in the use of a range of hand and power tools.</p> <p>In some circumstances, they may be required to demonstrate functions of props to actors and presenters during productions.</p> <p>No licensing, legislative, regulatory or certification requirements apply to this unit at the time of endorsement.</p>
Application of the unit	<p>Props assistants and set dressers apply the skills and knowledge described in this unit.</p> <p>People in this position are generally supervised by a props manager or supervisor and are members of a team that includes set dressers, set designers and continuity personnel.</p>
Prerequisite units	Nil
Employability skills	This unit contains employability skills.

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	Context of and specific resources for assessment	Method of assessment
<p>Evidence of the following is <u>essential</u>:</p> <ul style="list-style-type: none"> ability to: <ul style="list-style-type: none"> organise and store props in line with production requirements demonstrate attention to detail when repairing, maintaining and altering a range of props follow directions and instructions handle hazardous materials and equipment in a safe manner collaborative approach to work. 	<p>Assessment <u>must</u> ensure:</p> <ul style="list-style-type: none"> completion of props maintenance tasks within typical workplace time constraints access to the tools required to complete repair and maintenance tasks access to a range of props used in productions access to productions requiring a range of props access to appropriate learning and assessment support when required the use of culturally appropriate processes, and techniques appropriate to the oracy, language and literacy capacity of the assessee and the work being performed. 	<p>A range of assessment methods should be used to assess practical skills and knowledge. The following examples are appropriate for this unit:</p> <ul style="list-style-type: none"> direct questioning combined with review of portfolios of evidence and third party workplace reports of on-the-job performance direct observation of the candidate repairing, maintaining or altering props inspection of props repaired, maintained or altered by the candidate review of props maintenance reports prepared by the candidate

		Method of assessment cont/d
		<ul style="list-style-type: none"> • written or oral questioning to test knowledge as listed in the required skills and knowledge section of this unit. <p>Holistic assessment with other units relevant to the industry sector, workplace and job role is recommended, for example:</p> <ul style="list-style-type: none"> • CUEPRP03B Apply a general knowledge of props construction.

<p>Required Skills and Knowledge</p> <p>This section describes the skills and knowledge <u>required</u> for this unit.</p>	
<p>Required skills</p> <ul style="list-style-type: none"> • communication and teamwork skills sufficient to: <ul style="list-style-type: none"> - 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 prop items to others - complete routine workplace documentation - work effectively as a team member - communicate effectively on the telephone • literacy and numeracy skills sufficient to: <ul style="list-style-type: none"> - interpret design documentation and scale drawings - interpret measurements accurately - account for minor expenditures, e.g. petty cash • technical skills sufficient to: <ul style="list-style-type: none"> - use a range of hand and power tools and equipment to alter and maintain props - use and apply a range of materials, e.g. plaster, adhesives and mouldings • self-management and planning skills sufficient to: <ul style="list-style-type: none"> - prioritise work tasks - work under pressure and meet deadlines - seek expert assistance when problems arise - label and store props in an orderly manner - maintain a clean and safe work area. 	<p>Required knowledge</p> <ul style="list-style-type: none"> • industry knowledge, including: <ul style="list-style-type: none"> - roles and responsibilities of personnel involved in designing and realising productions - understanding the artistic and technical elements of productions • characteristics of different types of props • prop 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 maintaining and altering props.

Element	Performance Criteria	Range Statement
1 Check condition of props.	1.1 Liaise with relevant <i>production personnel</i> to confirm <i>production requirements</i> .	<p>The range statement relates to the unit of competency as a whole. It allows for different work environments and situations that may affect performance. <i>Bold italicised</i> wording, if used in the performance criteria, is detailed below.</p> <p>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.</p> <p><i>Production personnel</i> may include:</p> <ul style="list-style-type: none"> • art director • continuity • director • director of photography • floor manager • head of department • producer • production designer • production manager • props department personnel • props designer • props production staff • props supervisor and manager • set dresser • technical director • other technical/specialist staff. <p><i>Production requirements</i> may include:</p> <ul style="list-style-type: none"> • day and night • deadlines • hazardous situations • in a studio • on location – exterior • on location – interior • outside broadcast.
	1.2 Check <i>props</i> required for <i>production</i> to identify <i>faults</i> that need to be repaired or alterations that need to be made.	<p><i>Props</i> may include:</p> <ul style="list-style-type: none"> • cable controlled props • consumables, such as: <ul style="list-style-type: none"> - food - beverages - blood and gore

Element	Performance Criteria	Range Statement
		<ul style="list-style-type: none"> • costume props, such as: <ul style="list-style-type: none"> - armour - weapons - jewellery • electrically controlled props • equipment • furniture • hand props • mechanised props • pneumatically controlled props • pre-production prototypes • vehicles. <p><i>Productions</i> may include:</p> <ul style="list-style-type: none"> • animations • commercials • documentaries • feature films • filmed events • interactive media productions • live or prerecorded productions of any type: <ul style="list-style-type: none"> - music - drama - comedy - variety - sport - news and current affairs - game shows - forums or special events • live theatre or events • music videos • short films. <p><i>Faults</i> may include:</p> <ul style="list-style-type: none"> • breakages • chips • dirt • marks • mechanical dysfunction • rips • stains • weathering.

Element	Performance Criteria	Range Statement
	1.3 Demonstrate features of props to cast and crew members as required.	
	1.4 Ensure all props are capable of functioning throughout production.	
	1.5 Ensure props are labelled, coded and stored safely in an appropriate order to meet production requirements.	
	1.6 Ensure consumable or hazardous props are handled correctly and according to relevant <i>OHS regulations</i> .	
2 Make alterations to props.	2.1 Liaise with relevant production personnel to confirm required alterations.	
	2.2 Clean props, ensuring delicate or problem materials are serviced with care.	
	2.3 Undertake reconditioning of props as required.	
	2.4 Complete minor repairs to props as appropriate and store to enable ease of retrieval.	
	2.5 Use appropriate <i>techniques</i> to make alterations to props as required.	
	<p><i>Techniques</i> may include:</p> <ul style="list-style-type: none"> • gluing • metalwork, eg: <ul style="list-style-type: none"> - cutting - welding - brazing • moulding materials • painting materials • sculpting and other shaping methods • woodworking. 	

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	2.6 Ensure sufficient supplies of <i>materials</i> are available to cover needs during production.	<p><i>Materials</i> may include:</p> <ul style="list-style-type: none"> • adhesives • fabrics • fasteners • fibre glass • gaffer tape • leather • metal products, eg: <ul style="list-style-type: none"> - bars - sheets - tubes • nails and screws • paints • paper products • plaster • plaster board • plastics • polystyrene • putties of various types • spare parts • thermoplastic • timber • timber products, eg: <ul style="list-style-type: none"> - plywood - particle board - craftwood • tools.
3 Maintain props during productions.	3.1 Maintain all props in <i>storage</i> as required ensuring they are ready to meet production requirements.	<p><i>Storage</i> may include:</p> <ul style="list-style-type: none"> • containers • offices • on location • refrigeration • shelving • temporary buildings • warehouses.
	3.2 Check state of props continuously during production and carry out modifications and running repairs promptly as required.	

Element	Performance Criteria	Range Statement
	3.3 Ensure repaired props are replaced correctly taking into account continuity requirements of production.	
	3.4 Ensure props are returned in good condition to correct <i>sources</i> at conclusion of production.	<p>Sources may include:</p> <ul style="list-style-type: none"> • hire companies • in-house props department • museums • opportunity shops • private individuals • retail stores • theatre companies.
	3.5 Complete <i>documentation</i> in accordance with enterprise procedures.	<p>Documentation may include:</p> <ul style="list-style-type: none"> • colour charts • computer generated • confirmation of receipt and dispatch notes • descriptive props checklists • fault reports • manually written • manufacture schedules • manufacturer specifications and instructions • measurement charts • memos of instruction • paint colour formulas • petty cash docketts • production schedules • props breakdown lists • props design • props maintenance reports • props schedules and plans • running sheets • sketches • stock orders • stock reports • technical drawings.