



B O A R D O F S T U D I E S
NEW SOUTH WALES

Entertainment Industry Curriculum Framework Stage 6

Resource List

2006

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Entertainment Industry Curriculum Framework Stage 6 Resource List

The principal resources for planning and implementing courses from the Entertainment Industry Curriculum Framework are the syllabus documents Parts A and B and the endorsed components and support materials of the Entertainment Training Package (CUE03).

Part A of the syllabus contains general advice about the Entertainment Industry Curriculum Framework and describes course structures and requirements, including work placement. For HSC accreditation the delivery of all courses in Entertainment Industry must comply with the structures and requirements described in Part A.

Part B of the syllabus contains the text of the units of competency from the Entertainment Training Package (CUE03) that have been included in the framework. Part B must be used in the delivery of all HSC Entertainment Industry courses.

The syllabus documentation for the Entertainment Industry Curriculum Framework also includes an Entertainment Industry Competency Record for recording assessment activities and student achievement of units of competency. The use of this competency record is not mandatory. RTOs may choose to design an alternative form of competency record or use versions produced by industry bodies.

The Entertainment Industry Support Document contains material and advice that are intended to assist teachers and trainers in the initial implementation and delivery of Entertainment Industry courses within the framework.

Industry Curriculum Framework documentation

Syllabus Part A Course Structures and Requirements	Syllabus Part B Units of Competency and HSC Requirements	Competency Record	Support Document
Specimen HSC Examination Paper	Sample Marking Guidelines	Draft Performance Bands	Resource List

Parts A and B of the syllabus are available in hard copy from the Board of Studies and may also be accessed on the Board's website (www.boardofstudies.nsw.edu.au). The competency record, the support documents and the resource list may be accessed through the website.

Following is a list of training package materials and additional resources that may be suitable for supporting implementation of the framework. **This resource list is intended as a starting point for teachers and is not a definitive or prescriptive list of resources.**

Resource	Summary
Training Package	
<p><i>CUE03 Entertainment Training Package</i></p> <p>Volume 1 Qualifications, Assessment Guidelines and Supporting Information</p> <p>Volume 2 National Competency Standards: Entertainment Industry (Production: Design, Technical General and Technical Workplace, Management, Construction and Manufacturing, Technical)</p> <p>Volume 3 National Competency Standards: Entertainment Industry (Industry Business Support)</p> <p>ISBN 1 920762 16 7</p> <p>Version 1 November 2003</p>	<p>The endorsed components of the Entertainment Training Package are copyright Australian National Training Authority (ANTA) and available from:</p> <p>Australian Training Products Ltd Level 25, 150 Lonsdale Street Melbourne VIC 3000 www.atpl.net.au Phone: (03) 9655 0600 Fax: (03) 9639 4684 Email: sales@atpl.net.au</p> <p>ANTA copyright conditions allow teachers and trainers to copy materials for use within their own training organisation or a workplace where training is being conducted. The exact text of ANTA copyright conditions is reproduced in the front of the syllabus.</p> <p>Endorsed components of the Training Package are also available via the National Training Information System (NTIS) website: www.ntis.gov.au</p> <p>The units of competency included in the 240-hour course of the Entertainment Industry Curriculum Framework are reproduced in Part B of the syllabus.</p>

Resource	Summary
Training Package Support Materials	
<p>Australian National Training Authority, <i>Training Package Resources for VET in Schools: Entertainment: An Implementation Guide</i>, Curriculum Corporation, Carlton South</p>	<p>These resources were developed in consultation with industry, school and TAFE systems and Boards of Studies across Australia. They have been distributed to all secondary schools.</p> <p>They contain resources and activities that can be used for teaching and learning and/or assessment and as exemplars for developing other resources and activities.</p> <p>These resources are available from the Curriculum Corporation and can also be accessed via the Curriculum Corporation VET in Schools website at www.curriculum.edu.au/vetis</p> <p>Note: Resources based on the previous Training Package (CUE98) should be checked for relevance to the new Training Package.</p>
<p><i>Learners' Guides and Assessment checklist</i></p>	<p>Each kit contains an overview of key competencies and suggested exercises to be completed by learners.</p> <p>Available in hard copy or on a CD-ROM. The Learners' Guides and Assessment checklist for the following units in the Training Package:</p> <p>Certificate II in Entertainment</p> <ul style="list-style-type: none"> • Assist in making costumes • Dress performers • Sell products and services to patrons • Usher patrons • Provide security services • Work in a socially diverse environment • Design, apply and remove make-up • Assist in making sets • Undertake simple lighting/sound/audiovisual activities • Assist with staging • Bump in the show • Bump out the show • Training record book <p>Certificate II in Entertainment (Front of House)</p> <ul style="list-style-type: none"> • Follow health, safety and security procedures • Respond positively to patrons • Work with others and manage own work and learning • Provide security services • Sell products/services to patrons • Usher patrons • Training record book

Resource	Summary
	<p>For further information contact www.createaust.com.au/downloads/ent_industry.pdf</p> <p>From 1 July 2004, advice on cultural training (including Entertainment), currently undertaken by CREATE Australia, will shift to the Innovation and Business Skills Australia (IBSA). The website for the IBSA is www.ibsa.org.au</p>
<p>TAFE NSW Entertainment Industry modules</p> <p>A range of Learner Resource documents are available.</p>	<p>TAFE teachers may access the modules and Guidelines to Teachers via the TAFE intranet.</p> <p>Other RTOs may obtain TAFE modules from the New South Wales Curriculum Clearinghouse. The Clearinghouse is a service provided by TAFE NSW on behalf of the Department of Education and Training. The purpose of the Clearinghouse is to make NSW Crown Copyright accredited courses, module descriptors and a range of curriculum and training products available to the public.</p> <p>Note: Resources based on the previous Training Package should be checked for validity.</p> <p>For inquiries and updates contact: NSW Curriculum Clearing House Ph (02) 9244 5073 or www.lg.tafensw.edu.au</p> <p>or</p> <p>TAFE NSW Information Technology, Arts and Media Division Sydney Institute Mary Ann Street, ULTIMO 2007</p>
<p>Vocational Education and Training Assessment Services (VETASSESS), 2002, <i>Learning and Assessment Strategies: Engaging enterprises/industry in developing and validating learning and assessment strategies</i>, ANTA, Brisbane. ISBN 1877 057 312</p> <p>This resource can be downloaded from the ANTA website: www.anta.gov.au</p>	<p>Provides practitioners in the VET sector with resources to support aspects of the AQTF Standards for Registered Training Organisations.</p> <p>Part 1 is a how-to-kit that takes RTOs through the process of developing, documenting and reviewing learning and assessment strategies. Part 2 is a resource guide that provides further information and case studies to help explain the process of developing, documenting and reviewing learning and assessment strategies.</p>

Resource	Summary
Other	
<p>NSW Department of Education and Training, 2002, <i>Industry Curriculum Frameworks Information Package – Vocational Education in the New HSC</i>. ISBN 0 7310 7946 9</p>	<p>The Industry Curriculum Frameworks Information Package (ICFIP) is the implementation guide for schools and other RTOs implementing courses within Industry Curriculum Frameworks. It provides information on teacher qualification and resource requirements and quality assurance checklists.</p> <p>The ICFIP has been distributed to all schools and TAFE campuses and is available to NSW government schools from:</p> <p>Vocational Education in Schools Directorate NSW Department of Education and Training Level 16, Oxford St Darlinghurst NSW 2010 Phone: (02) 9244 5070 Fax: (02) 9244 5020</p> <p>Catholic and Independent schools should contact their Catholic Education Office or the Association of Independent Schools NSW.</p>

Resource	Summary
Websites	
www.acer.edu.au Australian Council for Educational Research	ACER is a national body that undertakes research to inform educational policy and practice. Includes information on current research, publications and test programs.
www.aeia.org.au Australian Entertainment Industry Association	The Australian Entertainment Industry Association (AEIA) is the peak employer body in the arts and entertainment industry, registered in the Australian Industrial Relations Commission (AIRC) since 1917. It is a not-for-profit, body corporate organisation.
www.afc.gov.au Australian Film Commission	The Australian Film Commission (AFC) aims to enrich Australia's cultural identity by: <ul style="list-style-type: none"> • fostering an internationally competitive audiovisual production industry • developing and preserving a national collection of sound and moving images • making Australia's audiovisual heritage available to all Australians.
www.airc.gov.au Australian Industrial Relations Commission	This site provides access to information regarding legislation, awards, legal cases and other links. It also has a section aimed at students.
www.alliance.org.au Media, Entertainment and Arts Alliance	The MEAA website provides access to a range of information relevant to the entertainment industry.
www.anat.org.au Australian Network for Art and Technology	ANAT (Australian Network for Art and Technology) creates connections and collaborations across art, culture, science and technology. It is Australia's peak network and advocacy body for artists working with science and technology, creating opportunities for innovation, research and development both nationally and internationally.
www.apra.com.au Australian Performing Rights Association	APRA is an association administering the rights of the world's composers, songwriters and publishers in Australia and New Zealand.
www.artfiles.com.au Artfiles: The Arts Directory for Western Sydney	Artfiles is a resource that provides information specific to western Sydney on artists and groups, educators, performers, cultural and arts workers, community organisations, arts centres, venues, funding sources and educational institutions.
www.arts.nsw.gov.au NSW Ministry for the Arts	The NSW Ministry for the Arts advises the Premier and Minister for the Arts on all aspects of the arts and cultural activity. It supports excellence and innovation in the arts.

Resource	Summary
www.artslynx.org International Arts Resources	This site provides links to information on the arts available on the web (especially in the areas of theatre and dance).
www.artstrainingnsw.com.au Arts Training NSW	Arts Training NSW provides practical guidance, relevant links and information about skills, training, qualifications and career pathways for the arts industry in NSW.
www.aspiretraining.com.au Aspire Training & Consulting	Aspire Training & Consulting develops and publishes training resources and conducts professional development programs.
www.austlii.edu.au Australian Legal Information Institute	This site provides internet access to Australian legal material including legislation, regulations and codes of practice.
www.atpl.net.au Australian Training Products	This site provides a catalogue of products relating to Training Packages, endorsed and non-endorsed components and curriculum and resources. The catalogue is organised into industry/ITAB categories.
www.audio-technica.com Audio Technica	The website of audio equipment producer Audio Technica.
www.boardofstudies.nsw.edu.au Board of Studies NSW	The Board of Studies website contains the syllabus (Parts A and B), competency record, support document, sample HSC examination and this resource list, all of which can be downloaded. It also provides access to the ACE Manual, Board of Studies announcements, Official Notices and other Board of Studies publications.
www.bts-crew.com Backstage Technical Services	This site is being developed by a group of students who provide technical expertise to other students' union clubs and societies and provide event organisation services in sound, lighting and stage management. The site has tutorials in lighting, sound, stage management and safety.
www.bvet.nsw.gov.au NSW Board of Vocational Education and Training (BVET)	Information on training awards, apprenticeships and traineeships, recognition and accreditation, industry training programs, planning information, advice and assistance, VET links, publications and training providers.
www.carelew.com.au Carelew Youth Arts Centre	Site for Lowdown magazine. Lowdown is Australia's national youth performing arts magazine. It is published every two months and covers the diverse range of youth arts experiences on offer throughout Australia.

Resource	Summary
www.cecnsw.catholic.edu.au Catholic Education Commission, NSW	Website of the Catholic Education Commission.
www.census.gov.au Australian Bureau of Statistics	Online statistical data drawn from the Australian census.
www.conpub.com.au Julius Media	This site provides access to information on professional sound, lighting, vision and staging news and technical training. It provides links to CX Magazine and ENTECH annual trade exhibition.
www.controlbooth.com ControlBooth.com	This site provides access to practical information covering the range of technical skills. It includes tutorials and discussion forums.
www.copyright.org.au Australian Copyright Council	Online centre for copyright information.
www.createaust.com.au CREATE Australian	Home page for CREATE Australia, the developers of the Entertainment Training Package.
www.cultureandrecreation.gov.au Culture and Recreation Portal	Access to information about culture and recreation in Australia.
www.curriculum.edu.au Curriculum Corporation (OZJAC)	OZJAC is a computer program, available by subscription, which brings together information on all accredited courses in Australia and links courses to jobs and jobs to industry, with explanations of new concepts used in education, training and the labour market.
www.curriculum.edu.au/vetis Curriculum Corporation VET In Schools website	This site provides resources to assist in the implementation of Training Packages for VET In Schools programs. It includes general information, a professional development focus, assessment materials, implementation guidelines and links to a range of resources. Each industry area site provides specialist details on implementation, assessment, support materials and resources.
www.dcita.gov.au/ Department of Communications, Information Technology and the Arts	The department provides strategic advice and professional support to the Australian Government on a wide range of significant and rapidly changing policy areas including arts and culture.
www.det.nsw.edu.au NSW Department of Education and Training (DET)	DET main site. Information on and links to all sections of the department.

Resource	Summary
<p>www.dewrsb.gov.au Department of Employment and Workplace Relations</p>	<p>Commonwealth Government site providing information regarding workplace relations.</p>
<p>www.dest.gov.au Department of Education, Science and Training (DEST)</p>	<p>This site provides information about education and training services and policies in Australia. Includes information on traineeships and apprenticeships.</p>
<p>www.industrialrelations.nsw.gov.au NSW Department of Commerce, Office of Industrial Relations</p>	<p>Legislation and information with respect to awards, rights and responsibilities, employment practices, workplace safety and other industrial relations issues.</p>
<p>www.dramatic.com.au/glossary/ Eedle, D, 1992, <i>David's Glossary Of Theatre Terms</i>, David Eedle. ISBN 0 646 12909 0</p>	<p>This site provides online access to a glossary of technical terms.</p>
<p>www.dramaaustralia.org.au Drama Australia</p>	<p>This is the website for the National Association for Drama in Education and contains access to a range of publications and newsletters.</p>
<p>www.deh.gov.au Australian Government Department of the Environment and Heritage</p>	<p>This site contains a range of information relating to a sustainable future and environmental themes. It includes an environmental education section.</p>
<p>www.ecef.com.au Enterprise and Career Education Foundation now Department of Education, Science and Training (DEST)</p>	<p>This site includes publications, program details and links.</p>
<p>www.edna.edu.au EdNA – Education Network Australia</p>	<p>This site provides a range of information and links to other educational sites including information on schools, VET, Adult and Community Education and Higher Education including VET/TAFE courses, university courses and scholarships.</p>
<p>www.edo.org.au Environmental Defender’s Office</p>	<p>This site contains a number of fact sheets relating to environmental legislation and other environmental issues.</p>
<p>www.ema.gov.au/ema/emaSchools.nsf Attorney General’s Department, Emergency Management Australia</p>	<p>This site has been designed for Australian students and teachers, providing information and resources for learning about all aspects of emergency management, including prevention, preparedness, response, recovery and community safety.</p>

Resource	Summary
<p>www.encoremagazine.com.au Encore Magazine</p>	<p>Encore Magazine provides news and information about film and television production. The magazine contains features on industry sectors, analysis of what's happening in the news, people and company profiles and on-location reports.</p> <p>encoremagazine.com.au is a snap-shot of what's happening in the film, television and new media industry. It has direct links to relevant sites.</p>
<p>www.entech-tradeshow.com ENTECH Exhibition and Conference</p>	<p>This site provides information about the annual ENTECH trade exhibition for the entertainment industry including the latest professional audio, lighting, broadcast, audiovisual and staging products, supplies and services.</p>
<p>www.eowa.gov.au Equal Opportunity for Women in the Workplace Agency</p>	<p>Overview of the Equal Opportunity for Women in the Workplace Act 1999.</p>
<p>www.fairtrading.nsw.gov.au/corporate/legislation/entertainmentindustrycop.html NSW Office of Fair Trading</p>	<p>Review of the Entertainment Code of Practice.</p>
<p>www.flexiblelearning.net.au/toolbox/</p>	<p>Interactive resource accessed online addressing a range of aspects of the general construction industry.</p>
<p>www.govet.nsw.edu.au GoVET</p>	<p>A site developed in collaboration with the Board of Studies, Catholic Education Commission and the NSW Department of Education providing teachers with current vocational education information, programs resources, teacher chat line and useful industry links.</p> <p>The site has a Competency Register Spreadsheet available for download under Recording and Reporting.</p>
<p>www.gweep.net/~prefect/pubs/igp/ WPI Technical Theatre Handbook</p>	<p>Online technical handbook covering a range of aspects of technical production including costumes, sets, rigging, lighting, audio, power and special effects.</p>
<p>www.howstuffworks.com How stuff works</p>	<p>This site has a dedicated entertainment section which provides information on how equipment or special effects work.</p>
<p>www.hsc.csu.edu.au NSW HSC Online</p>	<p>This site is developed in collaboration between the NSW Department of Education and Charles Sturt University and provides students with advice on the HSC.</p>
<p>www.hstech.org High School Technical Production</p>	<p>This US website provides technical information targeted at high school students.</p>

Resource	Summary
www.immedia.com.au/amid/ IMMEDIA AustralAsian Music Industry Directory	A directory providing details of music industry information and contacts.
www.ipl.org/div/pf/entry/48529 Internet Public Library: Stagecraft/Technical Theatre	This site provides access to a number of links to sites relating to stagecraft and technical theatre.
www.jobguide.dest.gov.au/ Job Guide	This is the online version of the DEST Job Guide containing details of occupations and information on career choice and job seeking.
www.jobsearch.gov.au Australian Jobsearch	Lists actual job vacancies around Australia. Also provides information on wages and conditions and employment services.
www.labor.net.au LaborNET, Workers Online	This website provides access to a range of materials related to unions and work-related issues.
www.lawlink.nsw.gov.au/adb Anti-discrimination Board	This site contains information about discrimination, harassment, vilification, Equal Employment Opportunity and Affirmative Action.
www.lawlink.nsw.gov.au See student resources: Employment and the Law	This website addresses issues relating to employee rights, awards and enterprise agreements, leave entitlements, discrimination and harassment in the workplace, OHS and workers compensation.
www.legislation.nsw.gov.au NSW Government Legislation	This site, maintained by the Parliamentary Council's Office, lists all NSW legislation in force including Acts, Regulations and statutory instruments.
www.lg.tafensw.edu.au TAFE NSW Learning Gateway	Connects to TAFE Educational Services Divisions and resource materials and links related to all industry areas.
www.mca.org.au Music Council of Australia	The Music Council of Australia is a source of information, research and advocacy and manager of valuable projects
www.milieux.com/costume/ The Costume Site	Provides information about costume design.
www.realknots.com Ropers Knots page	Virtual website for knot tying.
www.musicians.asn.au Australian Musicians Unions	Federal Office of the Australian Musicians Unions with links to all state organisations.

Resource	Summary
<p>www.ncver.edu.au National Centre for Vocational Education Research</p>	<p>Includes a database of research projects in vocational education, reports and articles.</p>
<p>www.ascc.gov.au/ Australian Safety and Compensation Council (formerly National Occupational Health and Safety Commission)</p>	<p>National legislation and information with respect to occupational health and safety.</p>
<p>www.ntis.gov.au National Training Information System</p>	<p>The National Training Information Service (NTIS) is the authorised database on vocational education and training in Australia. It contains detailed information on courses, qualifications, training packages, competency standards and training organisations. It also contains many useful links including to state VET agencies.</p>
<p>www.ohs.com.au Accident Investigation and Occupational Health and Safety consultants</p>	<p>This website provides a comprehensive list of publications and contacts for occupational health and safety including links to all relevant government sites.</p>
<p>www.oten.edu.au/oten/ OTEN Direct Mail Sales</p>	<p>OTEN produces a range of materials to support the delivery of courses. A product list can be obtained from Direct Mail Sales on telephone (02) 9715 8222 or oten.marketing@tafensw.edu.au</p>
<p>www.ozco.gov.au Australia Council for the Arts</p>	<p>The Australia Council is a service organisation supporting and promoting the practice and enjoyment of the arts.</p>
<p>www.pearsoned.com.au/pave/vet/ Pearson Education Australia</p>	<p>The VET Spot provides an online guide to the most current and relevant texts in Vocational Education and Training.</p>
<p>www.reelclothes.com Reel clothes and props</p>	<p>Auction website for clothes/costumes used in the film industry.</p>
<p>www.rigging.net Riggers Page</p>	<p>This site provides access to a range of information relating to all aspects of rigging.</p>
<p>www.roctronics.com Rocktronics</p>	<p>This site provides information about stage lighting and offers links to other lighting websites.</p>
<p>www.safetycare.com.au SafetyCare Companies</p>	<p>This site provides access to a catalogue for videos, manuals and courses relating to occupational health and safety.</p>
<p>www.shepperd.co.uk Sheppard Technical Production</p>	<p>This site provides links to a range of sites dealing with all aspects of technical production.</p>

Resource	Summary
www.spaa.org.au/ Screen Producers Association of Australia	SPAA is the industry association of the Australian independent film and television industry. It represents the interests of producers on issues that affect the business and creative aspects of screen production.
www.strandarchive.co.uk Strand Lighting Archive	This site provides historical data about lighting used in the entertainment industry.
www.studentnet.edu.au/ Association of Independent Schools	AIS NSW VET site.
www.tafensw.edu.au TAFE NSW	TAFE NSW site with information on courses, institutes, campuses, publications, student information and links.
www.tafensw.edu.au/library/studylinks/ TAFE NSW	TAFE sub-site with links to educational sites in specific VET areas.
www.theatre crafts.com Theatre crafts.com	This site provides practical information and advice about all aspects of the technical aspects of the entertainment industry. It includes a comprehensive glossary of technical theatre terms.
www.tpatwork.com Training Packages @ Work	Training Packages @ Work is a free resource for teachers, trainers and assessors in the vocational education and training sector. Published monthly, Training Packages @ Work features the latest information on training packages and their implementation, as well as providing examples and case studies of best practice in delivery from training packages. Also available, Training Packages @ Work: Back 2 Basics, a resource book.
www.tpguides.gov.au ANTA Training Package Implementation Guides	Provide information to assist Registered Training Organisations, teachers/trainers and assessors in using nationally endorsed industry Training Packages.
www.training.com.au	Web entry point to vocational education and training information, products, services and organisations.
www.alliance.org.au Alliance Online	This is where you can access Media, Entertainment and Arts Alliance’s Safety Guidelines for the Entertainment Industry.
www.vec0.ash.org.au Vocational Education Community Online	This site includes a resource library, tools and a number of chat lines/discussion rooms. The site is a project of the Australian Student Traineeship Foundation and Aussie School House.

Resource	Summary
<p>www.verve.org.au/arts.htm Arts and Recreation Training, Victoria</p>	<p>The industry training advisory board (ITAB) for the Victorian arts, cultural, sport and recreation industries.</p>
<p>www.vetab.nsw.gov.au NSW Vocational Education and Training Accreditation Board</p>	<p>VETAB is responsible for the accreditation of VET courses and registration of training organisations in NSW. Also has links for teachers and students.</p>
<p>www.vetnetwork.org.au/ The VETnetworker</p>	<p>The purpose of this site is to inform and keep up-to-date the members, associates and stakeholders of vocational education and training in schools with the work of the national peak body, VETnetwork Australia.</p>
<p>www.vl-theatre.com The WWW Virtual Library: Theatre and Drama</p>	<p>Provides access to information and links for theatre and drama.</p>
<p>www.wagenet.gov.au</p>	<p>This site enables users to find information on wages and conditions of employment in Australia.</p>
<p>www.workcover.nsw.gov.au</p>	<p>The WorkCover NSW site is designed to provide information about OHS issues to employers, employees and the general community. Includes an interactive site called Safety Zone which is aimed at students.</p>
<p>workcover.cadre.com.au/index_1st.html WorkCover Safety Zone</p>	<p>WorkCover NSW has produced this interactive multimedia site addressing safety in the workplace.</p>
<p>www.worksite.actu.asn.au ACTU Worksite – Australian Council of Trade Unions Educational Worksite</p>	<p>ACTU Worksite is a site for students and teachers providing information about Australian industry, work issues, training and careers, unions and government bodies and links to other sites.</p>

Resource	Summary
Other teaching and learning materials	
<p><i>Phaidon Theatre Manuals</i>, Phaidon Press Ltd.</p> <p>Fraser, N, 1999, <i>Lighting and Sound</i>. ISBN: 0 7148 2514 X</p> <p>Holt, M, 1999, <i>Costume and Make-up</i>. ISBN: 0 7148 2512 3</p> <p>Menear, P & Hawkins, T, 1995, <i>Stage Management and Theatrical Administration</i>. ISBN: 0 7148 2516 6</p>	<p>A series of manuals addressing a range of areas in theatre production and management.</p>
<p>Aucoin, K, 1999, <i>Making Faces</i>, Prion Books Ltd.</p> <p>ISBN: 1 8537 5355 6</p>	<p>Shows detailed step-by-step illustrations of how to use make-up to change a person’s appearance and create a mood.</p>
<p>Bicat, T, 2001, <i>Making stage costumes: A practical guide</i>, Crowood Press, Wiltshire.</p> <p>ISBN: 1 8612 6408 9</p>	<p>A practical guide with a focus on the role of the costume department within a production team.</p>
<p>Bunn, R, 1988, <i>Practical stage lighting</i>, Currency Press, Sydney.</p> <p>ISBN: 0 8681 9297 X</p>	<p>General overview of stage lighting including section on how to plan stage lighting, practical application of colour theory, principles of rigging and an outline of hardware and accessories.</p>
<p>Corson, R & Glaven, J, 2001, <i>Stage makeup</i>, Allyn and Bacon.</p> <p>ISBN: 0 1360 6153 2</p>	<p>Addresses basic principles for the planning and application of stage make-up.</p>
<p>Davis, G, 1999, <i>Create your own stage effects</i>, A & C Black, London.</p> <p>ISBN: 0 7136 5050 8</p>	<p>This resource addresses a range of aspects of staging including lighting, sound, scenic effects, costume, projection, make-up, properties, pyrotechnics, weather effects, fire, smoke and water.</p>
<p><i>DK Essential Managers</i> (series), Dorling Kindersley, London. www.dk.com</p> <p>Heller, R, 1998, <i>Communicate clearly</i>. ISBN: 0 7513 0630 4</p> <p>Heller, R, 1998, <i>Managing teams</i>. ISBN: 0 7513 0530 8</p> <p>Hindle, T, 1998, <i>Manage your time</i>. ISBN: 0 7513 0530 8</p> <p>Hindle, T, 1998, <i>Negotiating skills</i>. ISBN: 0 7513 0528 6</p> <p>Osborne, C, 2002, <i>Dealing with difficult people</i>. ISBN: 0 7513 1289 4</p>	<p>Pocket book series providing information on a range of areas important for the entertainment industry.</p>

Resource	Summary
<p>Dwyer, J, 2002, <i>Ready for work: Key competencies for employment</i>, Pearson Education Australia, NSW. ISBN: 1 7400 9683 5</p>	<p>This text looks at the development of key competencies for employment with examples to aid in learning and development. It also includes a glossary of terms.</p>
<p><i>Encore Directory</i> (annual)</p>	<p>Annual Australian film and television contact directory. For more information contact: Reed Business Ph: (02) 9422 2999 Fax: (02) 9422 2922 Circulation Customer Service: Ph: 1300 360 128 Fax: (02) 9422 2633 Email: customerservice@reedbusiness.com.au</p>
<p>Griffiths, T, 2001, <i>Stagecraft</i>, Phaidon Press Ltd. ISBN: 0 7148 2644 8</p>	<p>Contains practical information and advice through text and graphics addressing areas including directing, stage management, acting, set design, lighting, costumes, administration and make-up.</p>
<p>Hoggett, C, 2001, <i>Stage crafts</i>, A & C Black. London. ISBN: 0 3250 0345 9</p>	<p>Well illustrated, practical explanations of stagecraft including flats/rostra, costume accessories, make-up and masks.</p>
<p>Ionazzi, D, 1996, <i>The stagecraft handbook</i>, Betterway Books. ISBN: 1 5587 0404 3</p>	<p>This reference book covers many aspects of scenery construction.</p>
<p>Lord, W, 1991, <i>Stagecraft 1: A complete guide to backstage work</i>, Merewether Publishing, Colorado. ISBN: 1 5660 8062 2</p>	<p>This resource addresses a range of technical areas including props, scenery, sets, lighting and sound for the stage worker.</p>
<p>OTEN Direct Mail Sales oten.marketing@tafensw.edu.au</p>	<p>OTEN produce a range of materials to support the delivery of courses. A product list can be obtained from Direct Mail Sales on telephone (02) 9715 8222.</p>
<p><i>Occupational health and safety bulletin</i></p>	<p>This fortnightly bulletin (published by Crown Content) looks at current health and safety issues with expert commentary, compliance updates and detailed case studies from across Australia. www.crowncontent.com.au Contact details: Ph: (03) 9329 9800 Fax: (03) 9329 9698</p>

Resource	Summary
<p>Palmer, S, 2000, <i>Essential guide to stage management, lighting and sound</i>, Hodder & Stoughton.</p> <p>ISBN: 0 3407 2113 8</p>	<p>This text provides an introduction to professional theatre production processes concentrating on lighting, sound and stage management. It explains each area in terms of roles and responsibilities within the team, essential technical knowledge and contribution to production.</p>
<p>Racinet, A, 1987, <i>Racinet's full colour history of western costume</i>, Dover Publications, New York.</p> <p>ISBN: 0 4862 5464 X</p>	<p>Reference material.</p>
<p>Reid, F, 1999, <i>The stage lighting handbook</i>, A & C Black, London.</p> <p>ISBN: 0 7136 5396 5</p>	<p>A practical lighting guide explaining the process for designing lighting for all forms of stage production.</p>
<p>Regency Institute of TAFE, 1998, <i>Occupational health and safety: Student manual</i>, Regency Publishing, Regency Park SA.</p>	<p>This resource addresses legal responsibilities, first aid, fire safety and prevention.</p>
<p><i>Safety guidelines for the entertainment industry</i></p> <p>Australian Entertainment Industry Association and the Media and Entertainment Arts Alliance</p>	<p>These guidelines provide practical guidance in the safe execution of productions and events across the whole entertainment industry. Includes definitions, legislation, roles and responsibilities, risk and specific hazard assessment. Also includes a site safety induction questionnaire for personnel involved in a production or event.</p> <p>www.alliance.org.au</p> <p>For further information contact: Alliance Inquiry Desk Ph: 1300 656 512</p>
<p><i>St John Ambulance Australia – First Aid Quick Reference</i></p>	<p>www.stjohn.org.au</p>
<p>Thomas, T, 1985, <i>Create your own stage sets</i>, A & C Black, London.</p> <p>ISBN: 0 7136 3038 8</p>	<p>A practical book covering the basic planning and construction of sets for different types of stages and the control of scenery during performances. It also provides suggestions and sample design projects for staging productions.</p>
<p>Thudium, L, 1999, <i>Stage makeup: The actors complete step-by-step guide to today's techniques and materials</i>, Back Stage Books.</p> <p>ISBN: 0 8230 8839 1</p>	<p>This resource outlines make-up application techniques and includes sections on applying foundation, age stylisation and period make-up. It also includes a colour mixing chart.</p>
<p>WorkCover publications</p> <p>www.workcover.nsw.gov.au</p>	<p>Titles include:</p> <ul style="list-style-type: none"> • <i>Summary of the OHS Act 2000</i> • <i>Summary of the OHS Regulations 2001</i> • <i>First Aid in the Workplace – Guide 2001</i>

Resource	Summary
<p>For further information contact: WorkCover NSW Locked Bag 2906 Lisarow, NSW 2252 Ph: 13 10 50 (WorkCover assistance service) Ph: 1300 799 003 (Publications hotline)</p>	<ul style="list-style-type: none"> • <i>First Aid in the Workplace – Fact Sheet 2001</i> • <i>Guide to Electrical Workers Safety Practice</i> (publication number 325) • <i>HazPak Assessment</i> (publication number 228) • <i>Protecting Young Workers from Workplace Hazards</i> (publication number 227) • <i>Workplace Safety Kit – A Step-by-step Guide to Safety for Business</i> • <i>Young Workers</i> (publication number 115) • <i>5 Easy Steps in Helping Young People in the Entertainment Industry Manage Noise Exposure</i> (publication number 125).

Resource	Summary
Videos and CD-ROMs	
<p>NIDA, 2000, <i>StageStruck</i> CD-ROM, NIDA, Sydney.</p>	<p>StageStruck is an interactive CD-ROM produced by the National Institute of Dramatic Art (NIDA) in conjunction with the University of Wollongong, The Australian Ballet, Opera Australia and the Sydney Opera House.</p> <p>It enables the user to direct and design their own production in an interactive medium. Students can choose from drama, dance, opera or musicals, and see how they can work with performers, choreography, sound, music, sets and costumes to design a production.</p> <p>For further information contact NIDA on: Ph: (02) 9697 7600 Fax: (02) 9662 7415 Email: nidacd@nida.unsw.edu.au</p>
<p>Video Education Australasia (VEA), 1995, <i>OH&S</i> (14 mins), Bendigo.</p>	<p>This video provides information on duty of care and occupational health and safety in the workplace exploring issues of hazard control, good design and housekeeping.</p>
<p>Video Education Australasia (VEA), 1999, <i>Safety on Work Experience: A Practical Guide</i>, Australia.</p>	<p>This video focuses on occupational health and safety issues relating to workplace learning. In each of the five industries covered, information and strategies are provided on identifying, assessing and minimising workplace accidents.</p>
<p>Video Education Australasia (VEA), 2000, <i>Safe Manual Handling</i> (21 mins), Bendigo.</p>	<p>This video examines safe manual handling by identifying hazardous tasks, assessing and controlling the risks involved.</p>

Further Sources

The following list of resources and organisations is provided to assist assessors in planning, designing, conducting and reviewing of assessments against this Training Package.

General Resources

The key resource Training Package for Assessment and Workplace Training is available from:

Australian Training Products Ltd
 Level 25, 150 Lonsdale Street
 MELBOURNE, VIC 3000

or

PO Box 5347BB
 MELBOURNE VIC 3001

Telephone: (03) 9655 0600

Fax: (03) 9639 4684

Website: www.atpl.net.au

Email: sales@atpl.net.au

Specific Assessment Resources

Assessment instrument design

Hagar, P, Athanasou, J and Gonczi, A, 1994, *Assessment Technical Manual*, Australian Government Publishing Service, Canberra.

VETASSESS and Western Australian Department of Training and Employment, 2000, *Designing Tests – Guidelines for designing knowledge based tests for Training Packages*.

Vocational Education and Assessment Centre, 1997, *Designing Workplace Assessment Tools, A self-directed learning program*, NSW TAFE.

Manufacturing Learning Australia, 2000, *Assessment Solutions*, Australian Training products, Melbourne.

Assessor training

Green, M, Moritz, R, Moyle, K and Vale, K, 1997, *Key competencies professional development package*, Department for Education and Children's Services, South Australia.

Australian Committee on Training Curriculum (ACTRAC), 1994, *Assessor training program – learning materials*, Australian Training products, Melbourne.

Australian Training Products Ltd, *Assessment and Workplace Training, Training Package – Toolbox*.

Victorian TAFE Association, 2000, *The professional development CD: A learning tool*, VTA, Melbourne.

Australian National Training Authority, *A Guide for Professional Development*.

Australian National Training Authority, *Facilitator Packs for Certificate IV in Assessment and Workplace Training*.

Australian National Training Authority, *Facilitator's Pack for Train Small Groups and Assessment*.

Australian National Training Authority, *Facilitator's Pack for Certificate IV (BSZ405A – BSZ408A)*.

Australian National Training Authority, *Learner's Packs for Certificate IV in Assessment and Workplace Training*.

Australian National Training Authority, *Learner's Pack for Assessment (BSZ401A – BSZ403A)*.

Australian National Training Authority, *Learner's Pack for Certificate IV (BSZ401A – BSZ408A)*.

Australian National Training Authority, *Learner's Pack for Assessment with Assessment Competency Standards*.

Australian National Training Authority, *Learner's Pack for Certificate IV with Certificate IV Competency Standards*.

Australian National Training Authority and also the National Assessors and Workplace Trainers Body.

Conducting assessments

Bloch, B and Thomson, P, 1994, *Working towards best practice in assessment: A case study approach to some issues concerning competency-based assessment in the vocational education and training sector*, NCVET, Adelaide.

Docking, R, 1991, *An A-Z of assessment myths and assessment in the workplace*, Competence assessment briefing series, No. 4, Employment Department, Perth, Western Australia.

Hawke, Geof, 1996, *Integrating assessment of learning outcomes*, Assessment Centre for Vocational Education, Sydney.

Hawke, Geof, 1995, *Work-based learning: advice from literature*, Assessment Centre for Vocational Education, Sydney.

National Assessors and Workplace Trainers Body, *Putting it into practice* [Training Package implementation Guide].

Parsloe, E, 1992, *Coaching, mentoring and assessing: A practical guide to developing competence*, Kogan Page, London.

Rumsey, David, 1993, “*Practical issues in workplace assessment*” in *National Assessment Research Forum: A forum for research into competency-based assessment*. [VEETAC Competency Based Training Working Party Assessment Steering Group], NSW TAFE Commission, Sydney.

Rumsey, David, 1994, *Assessment practical guide*, Australian Government Publishing Service, Canberra.

Evidence gathering methods

Australian National Training Authority, 1998, *A new assessment tool*, ANTA, Melbourne.

Gonczi, A. (ed), 1992, *Developing a competent workforce: adult learning strategies for vocational education and training*, TAFE National Centre for Research and Development, Adelaide.

Kearney, Paul, 1992, *Collaborative assessment techniques*, Artemis, Tasmania.

National Assessors and Workplace Trainers Body, *The evidence resource kit – containing language, literacy and numeracy* (video and CD ROM)

National Assessors and Workplace Trainers Body, *The evidence workbooks*.

Assessment system design

National Centre for Vocational Education and Research, 1996, *Integrating assessment: removing the on the job/off the job gap* [Conference papers from 4–6 June], Western Australian Department of Training.

OTFE, 1998, *Demonstrating best practice in VET project – assessment systems and processes*, Victoria.

Toop, L, Gibb, J and Worsnop, P, *Assessment system designs*, Australian Government Publishing Service, Canberra.

Wilson, P, 1993, *Integrating workplace and training system assessments* [Testing Times Conference], NCVET, Sydney.

Managing assessment systems

Western Australia Department of Training and VETASSESS, 1998, *Kit for Skills Recognition Organisations*, WADTE, Perth.

Field, I, 1995, *Managing organisational learning*, Longman, Melbourne.

Recognition of Current Competency/ Recognition of Prior Learning.

Recognition and Assessment Centre, 1994, *New place: Same Skills. A guide for people from non-English speaking backgrounds*, Office of Multicultural Affairs, DEET.

Recognition and Assessment Centre, *A Flexible Approach to Recognition Practices: RPL as a Framework*, Melbourne.

Recognition and Assessment Centre, PO Box 299, Somerton, Vic 3062, Telephone (03) 9254 3000.

These may be internal processes with stakeholder involvement or external validations with other providers and/or stakeholders.