

Training Package	Entertainment (CUE03)	HSC Requirements and Advice
Title	Research, obtain and prepare props	
Unit code CUEPRP02A	Unit Descriptor This unit describes the skills and knowledge required to source, obtain and prepare props for any production within the cultural industries. As such it requires research skills, organisational skills and a sound knowledge of different sources of props and the ways in which props may be used in a production.	HSC Indicative Hours 15

Evidence Guide			
Underpinning skills and knowledge	Linkages to other units	Resource requirements	HSC Requirements and Advice
<p>Assessment must include evidence of the following knowledge and skills:</p> <ul style="list-style-type: none"> • the wide and varying scope of props, including broad categories of props and the role of 'one-off' specialist items • typical sources of information on props • sources of different types of props, including both period and contemporary items • research skills in relation to the ability to research options for props acquisition • literacy skills sufficient to interpret production documentation and other information from a wide range of sources • numeracy skills sufficient to work with props costings. 	<p>This unit has linkages to a range of other props units and combined assessment and/or training with those units may be appropriate.</p>	<p>Assessment of this unit requires access to:</p> <ul style="list-style-type: none"> • sources/locations of props. 	<p>Key Terms and Concepts</p> <ul style="list-style-type: none"> • appropriate personnel • artistic requirements • prepare, maintain and repair props • production documentation • production requirements • prop catalogues • prop disposal • prop requirements • props costings • props list • security and storage of props • source and obtain props • specialist items.

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"> practical demonstration of skills through the sourcing of props to meet the needs of a particular production sourcing of props within realistic workplace timeframes. <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"> evaluation of props sourced by the candidate for a given production case studies to assess ability to source props for different styles of production oral or written questioning to assess knowledge of the scope of props possibilities and sources of props review of portfolios of evidence and third party workplace reports of on-the-job performance by the candidate. <p>Assessment methods should closely reflect workplace demands and the needs of particular groups (eg 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"> knowledge of different props acquisition sources and options ability to use research techniques to source props which meet production requirements. 	

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	2	Researching and reviewing prop catalogues
Communicating ideas and information	1	Preparing props documentation
Planning and organising activities	2	Organising the props acquisition process
Working with others and in teams	2	Liaising with production personnel
Using mathematical ideas and techniques	1	Recording costs
Solving problems	2	Sourcing an unusual props item
Using technology	1	Using the Internet for research

Element	Performance Criteria	Range Statement	HSC Requirements and Advice
1 Determine props requirements	1.1 Correctly interpret production documentation to determine production props requirements	<p>The following explanations identify how this unit may be applied in different workplaces, sectors and circumstances.</p> <p>Props may include:</p> <ul style="list-style-type: none"> • hand props • furniture • vehicles • equipment • costume props • special effects props <p>Production requirements may include:</p> <ul style="list-style-type: none"> • director's specifications • venue requirements • organisation standards • resource constraints • occupational and health and safety requirements • performers' requirements • length of the run of the show • production schedule 	<p>Learning experiences for the HSC must address:</p> <p>An awareness of a range of props including:</p> <ul style="list-style-type: none"> • hand props • furniture • vehicles • equipment • costume props • pre-production prototypes • mechanised props • special effects props. <p>An awareness of production requirements including:</p> <ul style="list-style-type: none"> • director's specifications • venue requirements • enterprise/organisation standards • resource constraints • occupational health and safety (OHS) requirements • performers' requirements • length of the run of the show • production schedule. <p>General features and use of a range of production documentation including:</p> <ul style="list-style-type: none"> • props list • models • drawings and renderings • technical notes • stage plan • production schedule • prompt copy • settings list.
	1.2 Liaise with appropriate personnel to discuss the artistic requirements for props where required	<p>Props may include:</p> <ul style="list-style-type: none"> • hand props • furniture • vehicles • equipment • costume props • special effects props 	<p>Learning experiences for the HSC must address:</p> <p>Artistic requirements including:</p> <ul style="list-style-type: none"> • period items • contemporary items. <p>An awareness of the roles and responsibilities of</p>

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	1.3 Confirm the budget and timeframes that affect the acquisition of props with appropriate personnel	Appropriate personnel may include: <ul style="list-style-type: none"> • directors • designers • set personnel • other specialists 	a range of personnel including: <ul style="list-style-type: none"> • director • designer • set personnel • other specialists. Learning experiences for the HSC must address: Awareness of influences affecting the acquisition of props including: <ul style="list-style-type: none"> • enterprise/organisation purchasing policy • time frame for production • budget allocation • prop costings.
2	Source and obtain props 2.1 Undertake research on the style and nature of props required to establish a clear picture of precise requirements 2.2 Correctly identify potential sources of props, including investigation of various options to achieve the optimum result. 2.3 Locate props that meet design specifications, time and budgetary constraints	Props may include: <ul style="list-style-type: none"> • hand props • furniture • vehicles • equipment • costume props • special effects props Potential sources of props and different options may relate to: <ul style="list-style-type: none"> • buying • borrowing • hiring • making alterations to existing props • having items specially made 	Learning experiences for the HSC must address: Understanding of the need for research to ensure period accuracy. Sources of information including: <ul style="list-style-type: none"> • electronic media <ul style="list-style-type: none"> - internet - databases • reference books • libraries • industry associations and organisations • industry journals • publications • personal observations and experience • industry practitioners. Learning experiences for the HSC must address: Awareness of options for sourcing props including: <ul style="list-style-type: none"> • buying • borrowing • hiring • making alterations to existing props • having items specially made.

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	2.4 Complete procedures for the acquisition of props in accordance with organisational requirements	Potential sources of props and different options may relate to: <ul style="list-style-type: none"> • buying • borrowing • hiring • making alterations to existing props • having items specially made 	Learning experiences for the HSC must address: Enterprise/organisation procedures for obtaining props including: <ul style="list-style-type: none"> • purchasing policies • hiring procedures • packaging, transportation and storage.
	2.5 Document acquisition details accurately		Learning experiences for the HSC must address: Development of props list detailing: <ul style="list-style-type: none"> • source • cost • condition • maintenance record • returns list • date returned. Documentation including: <ul style="list-style-type: none"> • props list • purchase records <ul style="list-style-type: none"> - order forms - invoices - receipts • storage records.
3 Prepare and maintain props during production	3.1 Prepare and check props prior to the performance to ensure that all required items are available and/or in working order, including adequate consumable supplies	Props may include: <ul style="list-style-type: none"> • hand props • furniture • vehicles • equipment • costume props • special effects props 	
	3.2 Secure and store props in accordance with organisational procedures before, during and after the production		Learning experiences for the HSC must address: Issues relating to the storage of props including: <ul style="list-style-type: none"> • security • climatic affects • OHS considerations <ul style="list-style-type: none"> - stability - manual handling

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			<ul style="list-style-type: none"> • damage • accessibility • rodents • space considerations.
	3.3 Identify the need for and organise appropriate prop replacements or repairs to meet production requirements	Props may include: <ul style="list-style-type: none"> • hand props • furniture • vehicles • equipment • costume props • special effects props 	
	3.4 Where appropriate, dispose of props in accordance with environmental and safety requirements		Learning experiences for the HSC must address: A basic awareness of environmental considerations for the disposal of props including: <ul style="list-style-type: none"> • environmental legislation • local council regulations • hazardous substances • waste minimisation techniques <ul style="list-style-type: none"> - recycle - reuse.
	3.5 Maintain accurate documentation in relation to the status of props, including appropriate cataloguing		Learning experiences for the HSC must address: Enterprise/organisation procedures for cataloguing and documenting props including: <ul style="list-style-type: none"> • manual • electronic.