

Training Package	Entertainment (CUE03)	HSC Requirements and Advice
Title	Maintain physical production elements	
Unit code CUETGE05B	Unit Descriptor This unit describes the skills and knowledge required to use basic maintenance skills to maintain the physical elements of any production, excluding the repair and maintenance of technical equipment, which requires specialist skills. This role may be undertaken by a range of technical production personnel, usually under the supervision of others.	HSC Indicative Hours 20

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"> • typical cleaning, repair and maintenance requirements for sets, props and scenic art • cleaning agents, equipment and techniques used to repair physical elements, including any specialised cleaning requirements for items, eg scenic art cloths • relevant legislative and/or organisational occupational health and safety requirements, including safe manual handling • types of documentation used to record maintenance and repair work • literacy skills sufficient to interpret and complete repair and maintenance documentation, and to read labels • numeracy skills sufficient to calculate measurements of chemicals. 	<p>This unit has linkages to other technical construction and manufacturing units and combined assessment and/or training with those units may be appropriate.</p> <p>It is strongly recommended that this unit be assessed with or after the following unit:</p> <ul style="list-style-type: none"> • MEM18.1A B Use hand tools. 	<p>Assessment of this unit requires access to:</p> <ul style="list-style-type: none"> • physical elements requiring cleaning and maintenance. 	<p>Key Terms and Concepts</p> <ul style="list-style-type: none"> • basic cleaning, repair and maintenance requirements • cleaning agents • communication • documentation • hazardous materials • maintenance requests • materials and equipment • occupational health and safety (OHS) • personal protective equipment (PPE) • physical production elements • props • scenic art • set elements • specialised cleaning requirements • storage of physical elements.

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 maintenance and repair of multiple physical elements • completion of tasks 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"> • direct observation of the candidate completing cleaning and maintenance tasks • evaluation of items cleaned or repaired by the candidate in relation to quality of workmanship and finish • oral or written questioning to assess knowledge of safety requirements and techniques for cleaning particular types of production items • review of portfolios of evidence and third party workplace reports of on-the-job performance by the candidate. 	<p>The following evidence is critical to the judgement of competence in this unit:</p> <ul style="list-style-type: none"> • ability to use appropriate techniques to restore physical elements to optimum condition • knowledge of typical cleaning and maintenance requirements for various types of physical elements used in a production. 	

Key competencies in this unit

Key competencies are built into all workplace competencies. The following table 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	Reading repair schedules
Communicating ideas and information	1	Advising supervisor of repair problem
Planning and organising activities	1	Prioritising a series of tasks
Working with others and in teams	1	Working with team members on a maintenance task
Using mathematical ideas and techniques	1	Taking measurements
Solving problems	1	Identifying and reporting a safety issue
Using technology	1	Using hand or power tools

Element	Performance Criteria	Range Statement	HSC Requirements and Advice
1 Clean physical elements	1.1 Complete regular and timely checks of physical elements to ensure items are in optimum condition and ready for use	<p>The following explanations identify how this unit may be applied in different workplaces, sectors and circumstances.</p> <p>Physical elements may include:</p> <ul style="list-style-type: none"> • set elements • props • scenic art 	<p>Learning experiences for the HSC must address:</p> <p>A range of physical elements including:</p> <ul style="list-style-type: none"> • set elements • props • scenic art. <p>Typical cleaning, repair and maintenance requirements for physical elements.</p> <p>Understanding of correct procedures for checking physical elements to ensure they are ready for use in production.</p> <p>Documentation used to record maintenance and repair work.</p>
	1.2 Identify dirty or damaged items requiring cleaning and those items which require replacement		
	1.3 Select and use appropriate protective clothing where necessary	<p>Safety requirements may include:</p> <ul style="list-style-type: none"> • legislation related to general workplace safety, hazardous substances • organisational policies related to cleaning operations and disposal of used chemicals 	<p>Learning experiences for the HSC must address:</p> <p>Awareness of a range of personal protective equipment (PPE) and its purpose including:</p> <ul style="list-style-type: none"> • footwear • head protection • gloves • overalls • apron • respirator • face mask • hearing protection • eye protection • sunscreen. <p>Importance of correct fitting PPE.</p>
	1.4 Clean physical elements using appropriate cleaning agents and equipment to return items to original condition in accordance with safety requirements	<p>Cleaning tasks may include:</p> <ul style="list-style-type: none"> • removing stains from scenic elements • cleaning stage areas after performance • cleaning staging equipment <p>Cleaning agents may include:</p> <ul style="list-style-type: none"> • general and spot cleaning agents 	<p>Learning experiences for the HSC must address:</p> <p>Typical cleaning requirements prior to production including:</p> <ul style="list-style-type: none"> • removal of stains from scenic elements • cleaning stage floor area • cleaning stage equipment.

Element	Performance Criteria	Range Statement	HSC Requirements and Advice
		<ul style="list-style-type: none"> • cleaning agents for specialised surfaces • disinfectants 	<p>A basic understanding of occupational health and safety (OHS) guidelines and regulations relating to cleaning agents, chemicals and equipment.</p> <p>Preparation of cleaning agents/chemicals:</p> <ul style="list-style-type: none"> • recommended dose • calculating quantity required • dilution • reference to Material Safety Data Sheets (MSDS) • suitable storage and labelling item/container. <p>A basic awareness of a range of cleaning agents/chemicals including:</p> <ul style="list-style-type: none"> • general and spot cleaning • cleaning for specialised surfaces • disinfectants. <p>Awareness of a range of cleaning techniques and associated equipment including:</p> <ul style="list-style-type: none"> • wiping • washing • brushing • steaming • use of cleaning agents <ul style="list-style-type: none"> - detergents - chemicals. <p>Health and safety procedures including:</p> <ul style="list-style-type: none"> • use of PPE • correct manual handling • safe handling and storage of chemicals and hazardous materials • hazard identification and control • adequate lighting and ventilation • reasonable care of the health and safety of others • provision of information, instruction and training • adhere to standard procedures and work practices.
	<p>1.5 Dispose of used chemicals in accordance with hygiene, safety and environmental legislation requirements</p>	<p>Safety requirements may include:</p> <ul style="list-style-type: none"> • legislation related to general workplace safety, hazardous substances • organisational policies related to cleaning operations and disposal of used chemicals 	<p>Learning experiences for the HSC must address:</p> <p>A basic awareness of the environmental implications of the disposal of chemicals.</p>

Element	Performance Criteria	Range Statement	HSC Requirements and Advice
2 Perform maintenance and minor repairs	2.1 Complete minor repairs and maintenance on physical elements using appropriate techniques, materials and equipment	Maintenance and repair tasks may include: <ul style="list-style-type: none"> • replacing hinges, nails, screws • touch up painting of scenic elements • repairing minor damage made during performance Physical elements may include: <ul style="list-style-type: none"> • set elements • props • scenic art 	Learning experiences for the HSC must address: Typical maintenance and repair tasks including: <ul style="list-style-type: none"> • replacing hinges, nails and screws • touch up painting of scenic elements • repairing minor damage made during performance. Awareness of the properties and use of a range of materials, tools and equipment.
	2.2 Make repairs using safe work practices and in accordance with manufacturer specifications	Safety requirements may include: <ul style="list-style-type: none"> • legislation related to general workplace safety, hazardous substances • organisational policies related to cleaning operations and disposal of used chemicals 	
	2.3 Complete maintenance tasks in accordance with required schedules and priorities		
	2.4 Store physical elements appropriately to minimise chances of damage in accordance with organisational procedures		Learning experiences for the HSC must address: Issues relating to the storage of physical elements including: <ul style="list-style-type: none"> • security • climatic affects • OHS considerations • stability • damage • rodents • duration of storage. A basic knowledge of methods by which physical elements are catalogued and accessed during production.
	2.5 Correctly identify tasks requiring specialist attention and refer to appropriate colleagues		Learning experiences for the HSC must address: Importance of recognising which tasks require attention by a specialist technician.

Element	Performance Criteria	Range Statement	HSC Requirements and Advice
3 Perform administrative tasks	3.1 Accurately interpret maintenance requests	Maintenance and repair tasks may include: <ul style="list-style-type: none"> • replacing hinges, nails, screws • touch up painting of scenic elements • repairing minor damage made during performance 	<p>Learning experiences for the HSC must address:</p> <p>A range of documentation associated with the maintenance of physical production elements.</p>
	3.2 Clarify instructions with persons making a request when required		
	3.3 Complete work report forms or other documentation accurately and forward to appropriate colleagues		<p>Learning experiences for the HSC must address:</p> <p>The importance of recording information that is:</p> <ul style="list-style-type: none"> • clear • legible • accurate • concise • contains appropriate use of industry terminology and abbreviations.