

Training Package	Film, Television, Radio and Multimedia (CUF01)	HSC Requirements and Advice
Title	Repair, maintain and alter props	
Unit code CUFPRP04A	Unit Descriptor This unit describes the skills and knowledge required to clean, repair and alter props items, ensuring that they are well maintained at all times for any production within the cultural industries.	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 essential knowledge of, and skills in, the following areas:</p> <ul style="list-style-type: none"> • interpreting written and verbal construction specifications and instructions • interpreting scale drawings • interpreting measurements • working as part of a team • safe handling of hazardous materials • maintaining a clean and safe work area • understanding of the props design and construction process • ability to use a range of equipment used in props construction eg hand tools and power tools • carpentry and joinery skills • time management and ability to work under pressure and to deadline. 	<p>This unit has linkages to the following unit and combined training delivery and/or assessment may be appropriate:</p> <ul style="list-style-type: none"> • CUFPRP03A Make props for the screen. 	<p>Assessment requires access to a range of equipment listed in the range of variables statement, currently used by the cultural industries.</p>	<p>Key Terms and Concepts</p> <ul style="list-style-type: none"> • alteration techniques • carpentry and joinery • clean and maintain props • delicate materials • documentation • individual level of responsibility • labelling and coding of props • materials properties • measurements • occupational health and safety (OHS) • production plans • props design and construction • relevant personnel • repair props • safe work practices • scale drawings • storage of props.

Method and context of assessment	Critical aspects of evidence	HSC Requirements and Advice
<p>Assessment may take place on the job, off the job or a mix of both of these. However, assessment of this unit would most effectively be undertaken on the job due to the specific workplace environment requirements.</p> <p>Off the job assessment must be undertaken in a closely simulated workplace environment.</p> <p>Assessment methods must include observation of performance during a series of practical demonstrations to establish consistency of performance.</p> <p>A range of methods to assess the application of essential underpinning knowledge must support this and might include:</p> <ul style="list-style-type: none"> • role play • work samples or simulated workplace activities • oral questioning/interview • projects/reports/logbooks • third party reports and authenticated prior achievements • portfolios of evidence. 	<p>This unit of competence applies to a range of industry sectors. The focus of assessment will depend on the industry sector. Assessment must be customised to meet the needs of the particular sector in which performance is being assessed. Assessment should only address those variable circumstances, listed in the range of variables statements, which apply to the chosen context.</p> <p>The following evidence is critical to the judgement of competence in this unit:</p> <ul style="list-style-type: none"> • the safe handling of hazardous materials and equipment. 	

Key competencies

Key competencies	Level
Collecting, organising and analysing information	1
Communicating ideas and information	1
Planning and organising activities	1
Working with others and in teams	1
Using mathematical ideas and techniques	1
Solving problems	1
Using technology	1

Element	Performance Criteria	Range of Variables	HSC Requirements and Advice
1 Identify stains or marks and maintain props	1.1 Check props items and identify any dirt, stains or marks	Props may include: <ul style="list-style-type: none"> • hand-props food and beverage, blood, gore etc • furniture • vehicles • equipment • costume props-armor, weapons, jewellery • pre-production prototypes • mechanised props • cable controlled props • electrically controlled • pneumatically controlled props • special effects props 	Learning experiences for the HSC must address: Awareness of a range of props including: <ul style="list-style-type: none"> • hand props • furniture • vehicles • equipment • costume props • pre-production prototypes • mechanised props • special effects props.
	1.2 Clean any props, ensuring that delicate or problem materials are serviced with care		Learning experiences for the HSC must address: Enterprise/organisation procedures for maintenance of props including: <ul style="list-style-type: none"> • removal of dirt/stains/marks • identification of required repairs. Awareness of a range of cleaning techniques including: <ul style="list-style-type: none"> • wiping • washing • brushing • steaming • use of cleaning agents <ul style="list-style-type: none"> - detergents - chemicals. Understanding of the importance of following occupational health and safety (OHS) procedures including: <ul style="list-style-type: none"> • safe use of equipment • correct manual handling • use of hazardous substances • use of personal protective equipment (PPE) • adequate lighting and ventilation • appropriate waste disposal. An awareness of delicate materials requiring special

Element	Performance Criteria	Range of Variables	HSC Requirements and Advice
			care including: <ul style="list-style-type: none"> • paper • silk • satin • delicate finishes and paint effects • fragile materials.
	1.3 Apply new paint to any required area of the prop item or refer to the relevant personnel, in accordance with individual level of responsibility	Relevant personnel may include: <ul style="list-style-type: none"> • props designer • production designer • props department personnel • props supervisor/manager • props production staff • supervisor • head of department • director of photography • director • art director • production designer • production manager • producer • technical director • other technical staff • other specialist staff • floor manager 	
	1.4 Ensure that props are always accurately labelled, coded and stored as appropriate		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 • stability • damage • rodents • accessibility. Information to be recorded on labels including: <ul style="list-style-type: none"> • use of prop in production • production used for • place of storage • special requirements.

Element	Performance Criteria	Range of Variables	HSC Requirements and Advice
2 Check and repair props items	2.1 Identify any faults, rips or breakages and complete minor repairs to props or refer to the relevant personnel, in accordance with individual level of responsibility	<p>Props may be constructed from:</p> <ul style="list-style-type: none"> • timber • timber products, eg plywood, particle board, craftwood • masonite • metal products, eg bars, tubes, sheets • moulded or cast metal • fibreglass • fabrics • plastics, eg moulded sheet • fabric • leather • paper products • plaster • mouldable materials • thermoplastic • polystyrene • fasteners • adhesives <p>Environments where props may be used and repaired include:</p> <ul style="list-style-type: none"> • in a studio • on location - interior • on location - exterior • outside broadcast • day • night <p>Occupational and public health and safety legislative requirements may include:</p> <ul style="list-style-type: none"> • commonwealth, state and territory occupational health and safety regulations • relevant national and international standards, guidelines and codes of practice, eg The Building Code of Australia • relevant local government construction legislation and regulation <p>Relevant personnel may include:</p> <ul style="list-style-type: none"> • props designer • production designer • props department personnel • props supervisor/manage • props production staff 	<p>Learning experiences for the HSC must address:</p> <p>An understanding of the roles and responsibilities of personnel working in the enterprise/organisation and their interrelationship including:</p> <ul style="list-style-type: none"> • props department personnel • production designer • head of department • director of photography • directors • production manager • other technical/specialist staff • floor/stage manager. <p>An awareness of the issues associated with repairing props in a range of environments including:</p> <ul style="list-style-type: none"> • in a studio • on location <ul style="list-style-type: none"> - interior - exterior • outside broadcast • day/night. <p>An understanding of the properties of a range of materials for prop construction and their requirements for minor repairs.</p> <p>A basic understanding of OHS legislation.</p> <p>An awareness of safe work practices when working with tools and materials.</p> <p>A basic knowledge of carpentry and joining skills.</p>

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		<ul style="list-style-type: none"> • supervisor • head of department • director of photography • director • art director • production designer • production manager • producer • technical director • other technical staff • other specialist staff • floor manager 	
	2.2 Complete documentation in accordance with enterprise procedures.	Documentation may be: <ul style="list-style-type: none"> • computer generated • manually written • confirmation of receipt and dispatch notes • memos of instruction • descriptive props checklists • fault reports • stock reports • stock orders • props design • production schedules • running sheets • props schedule/plan • props breakdown lists • measurement charts • manufacture schedules • manufacturer's specifications/instructions • technical drawings • sketches • colour charts • paint colour formulas 	<p>Learning experiences for the HSC must address:</p> <p>Importance of recording information that is:</p> <ul style="list-style-type: none"> • clear • legible • accurate • concise, and • contains appropriate use of industry terminology and abbreviations. <p>A basic awareness of a range of manual and electronic documentation as relevant to the enterprise/organisation.</p>
3	Make alterations to props	3.1 Liaise with relevant personnel to identify the required alterations	Relevant personnel may include: <ul style="list-style-type: none"> • props designer • production designer • props department personnel • props supervisor/manager • props production staff • supervisor

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		<ul style="list-style-type: none"> • head of department • director of photography • director • art director • production designer • production manager • producer • technical director • other technical staff • other specialist staff • floor manager 	
	3.2 Read and interpret any instructions for the required alterations		<p>Learning experiences for the HSC must address:</p> <p>Knowledge and understanding of production plans including:</p> <ul style="list-style-type: none"> • three dimensional models • scale drawings • technical notes • stage plan hanging plot • prop lists • prop setting list • production schedule • call sheets • prompt copy • measurements.
	3.3 Complete alterations to the prop or refer to the relevant personnel, in accordance with individual level of responsibility	<p>Techniques used may include:</p> <ul style="list-style-type: none"> • moulding materials • painting materials • sculpting and other shaping methods • gluing • metalwork, eg cutting, welding, brazing • woodworking <p>Occupational and public health and safety legislative requirements may include:</p> <ul style="list-style-type: none"> • commonwealth, state and territory occupational health and safety regulations • relevant national and international standards, guidelines and codes of practice, eg The Building Code of Australia 	<p>Learning experiences for the HSC must address:</p> <p>Knowledge of a range of techniques used for altering props.</p> <p>An understanding of the importance of safe work practices when completing alterations to props.</p>

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		<ul style="list-style-type: none"> • relevant local government construction legislation and regulation 	
	3.4 Complete documentation in accordance with enterprise procedures	Documentation may be: <ul style="list-style-type: none"> • computer generated • manually written • confirmation of receipt and dispatch notes • memos of instruction • descriptive props checklists • fault reports • stock reports • stock orders • props design • production schedules • running sheets • props schedule/plan • props breakdown lists • measurement charts • manufacture schedules • manufacturer's specifications/instructions • technical drawings • sketches • colour charts • paint colour formulas 	