

# CUF20107

## Certificate II in Creative Industries (Media)

### Course information and vocational outcomes

This is an accredited qualification that reflects the role of individuals who perform a range of mainly routine tasks in the creative industry sectors, work under direct supervision, and use limited practical skills and fundamental operational knowledge in a defined context. It is, in essence, a preparatory qualification that can be used as a pathway into CUF30107 Certificate III in Media.

It allows learners to develop skills and knowledge to prepare for work, but there are few specific employment outcomes at this level. Possible job titles relevant to this qualification include: community radio production assistant; and community television production assistant.

There are no pre-requisites for this qualification. Candidates may enter the qualification with limited or no vocational experience and without a relevant lower-level qualification.

There is no direct link between this qualification and licensing, legislative and/or regulatory requirements. However, where required, a unit of competency will specify relevant licensing, legislative and/or regulatory requirements that impact on the unit.

To complete this course a total of eight units are required to be completed. They consist of:

- 4 core units
- 2 Group A units
- 2 elective units
  - The two elective units may be selected from the Group A units and/or Group B units listed below any endorsed Training Package or accredited course at the same qualification level.
  - Elective units must be relevant to the work outcome and local industry requirements

### Employability skills

The following is a summary of the employability skills/enterprise requirements for this qualification. This should be interpreted in conjunction with the detailed requirements of each unit of competency packaged in this qualification. The outcomes described here are broad industry requirements that may vary depending on the packaging options.

#### Communication

- interpreting and clarifying written or verbal instructions
- providing standard information about services or operations to others

#### Teamwork

- seeking and responding to feedback on work in progress
- working as a member of a team and interacting with members of the public in a specific job role

#### Problem solving

- finding the most relevant source of information on the internet for a specific task
- recognising operational problems of a routine nature and referring them to the appropriate person

**Initiative and enterprise**

- developing an attitude towards work and learning that involves asking questions
- obtaining information in a culturally appropriate way

**Planning and organising**

- collecting and organising information in a way that allows for easy retrieval
- planning work tasks in a logical sequence

**Self management**

- following workplace procedures, particularly in relation to OHS
- producing work within deadlines
- seeking expert assistance when problems arise

**Learning**

- keeping up to date with industry developments and trends
- improving techniques through practice

**Technology**

- sending emails
- using the internet to source information

This is a summary of employability skills that are typical of this qualification and should not be interpreted as definitive.

The nominal hours for this course are between 133 and 320 hours depending on the units selected.

Completion of this course carries with it a Nationally Recognised Certificate.

# Course content

## Core units

### Creative thinking

- **BSBCRT101A - Apply critical thinking techniques (20 nominal hours)**

*(This unit describes the performance outcomes, skills and knowledge required to use fundamental critical thinking skills. No licensing, legislative, regulatory or certification requirements apply to this unit at the time of endorsement. This unit contains employability skills. This unit applies to all individuals who need the capacity to think critically and apply that thinking to a range of situations and challenges. It is relevant to all work and life situations, and focuses on the conscious development of skills to ask essential questions and to consider answers to those questions. 'A mind with no questions is a mind that is not intellectually alive. No questions (asked) equals no understanding (achieved).' Foundation for Critical Thinking.)*

1. Examine the value of curiosity and questioning
2. Develop the habit of asking questions and wondering why
3. Contribute to answers as well as questions

### Industry context

- **CUFIND201A - Develop and apply creative arts industry knowledge (20 nominal hours)**

*(This unit describes the performance outcomes, skills and knowledge required to develop and apply basic industry practices within the creative arts industries. It addresses the collection, application and updating of general information relevant to work roles within the creative arts industry sectors, including industry structures and operations, employment obligations and opportunities, the impact of new technology and the identification of industry laws and regulations. No licensing, legislative, regulatory or certification requirements apply to this unit at the time of endorsement. This unit contains employability skills. This unit underpins effective performance within the following industry sectors: entertainment; film, television, radio and interactive media; museums and library services; music; visual arts, craft and design. This unit requires a basic application of creative arts industry knowledge. The advanced application of creative arts industry knowledge is addressed in individual units developed for specific job tasks.)*

1. Source and apply industry information
2. Identify industry laws and regulations
3. Update and maintain industry knowledge

### Occupational health and safety

- **CUSOHS301A - Follow occupational health and safety procedures (20 nominal hours)**

*(This unit describes the performance outcomes, skills and knowledge required to follow OHS policies and procedures in the entertainment and media industries. Sets and staging for some performances or events may fall within the definition of construction work. If so, people entering a construction site are required to complete the general induction training program specified by the National Code of Practice for Induction Training for Construction Work (Australian Safety Compensation Council, May 2007). Achievement of the unit CPCCOHS1001A Work safely in the construction industry fulfils this requirement. The application of skills and knowledge specified in CPCCOHS1001A is covered in this unit. All employees and contractors in the entertainment, events, and screen and media industries apply the skills and knowledge outlined in this unit. Compliance with OHS policies and procedures is essential in all work contexts, along with an understanding of the consequences of non-compliance. This unit contains employability skills.)*

1. Follow safe work practices
2. Maintain personal safety standards
3. Assess risks
4. Follow emergency procedures

## Workplace effectiveness

- **BSBWOR203A - Work effectively with others (15 nominal hours)**

*(This unit describes the performance outcomes, skills and knowledge required to work in a group environment promoting team commitment and cooperation, supporting team members and dealing effectively with issues, problems and conflict. No licensing, legislative, regulatory or certification requirements apply to this unit at the time of endorsement. This unit contains employability skills. This unit applies to individuals who perform a range of routine tasks using a limited range of practical skills and fundamental knowledge of team work in a defined context under direct supervision or with limited individual responsibility.)*

1. Develop effective workplace relationships
2. Contribute to workgroup activities
3. Deal effectively with issues, problems and conflict

## Group A units (specialist):

### Art and construction

- **CUEPRP03B - Apply a general knowledge of props construction (20 nominal hours)**

*(This unit describes the foundation skills and knowledge required to use a range of techniques, materials and equipment for the construction of props. As such the unit covers general knowledge and the application of basic techniques. A person working under supervision would generally undertake this role. Skills working with hand and power tools would generally be required to complete this unit. No licensing, legislative, regulatory or certification requirements apply to this unit at the time of endorsement. This unit contains employability skills.)*

1. Select equipment and materials in preparation for construction
2. Use props construction techniques

- **CUFPRP201A - Repair, maintain and alter props (15 nominal hours)**

*(This unit describes the performance outcomes, skills and knowledge required to prepare props for use in a range of productions. 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. In some circumstances, they may be required to demonstrate functions of props to actors and presenters during productions. No licensing, legislative, regulatory or certification requirements apply to this unit at the time of endorsement. This unit contains employability skills. Props assistants and set dressers apply the skills and knowledge described in this unit. 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.)*

1. Check condition of props
2. Make alterations to props
3. Maintain props during productions

- **CUESCE05B - Apply a general knowledge of scenic art (20 nominal hours)**

*(This unit describes the foundation skills and knowledge required to use a range of techniques, materials and equipment for the production of scenic art. As such the unit covers general knowledge and the application of basic techniques. A person working under supervision would generally undertake this role. No licensing, legislative, regulatory or certification requirements apply to this unit at the time of endorsement. This unit underpins all other scenic art units and also has linkages to units within the Visual Arts Craft and Design Training Package. Combined assessment and/or training with those units would be appropriate. This unit contains employability skills.)*

1. Make preparations for scenic art production
2. Complete tasks using scenic art tools, equipment and materials

- **CUFSCE201A - Prepare and prime scenic art cloths (25 nominal hours)**  
*(This unit describes the performance outcomes, skills and knowledge required to prepare and prime scenic art cloths for productions in television, film and interactive media. The role of scenic artists and set construction personnel is to construct scenic art components ready for painting and other artwork. They require a good understanding of scenic art processes with particular focus on stretching, priming and rendering cloths used in the construction of set elements, such as backdrops or flats. No licensing, legislative, regulatory or certification requirements apply to this unit at the time of endorsement. This unit contains employability skills. Scenic artists and set construction personnel apply the skills and knowledge outlined in this unit. Generally they work as members of set construction crews under the supervision of a workshop manager.)*
  1. Prepare for cloth construction
  2. Construct scenic art cloths
  3. Prime and store cloth
- **CUFSCE202A - Repair, maintain and alter scenic art (15 nominal hours)**  
*(This unit describes the performance outcomes, skills and knowledge required to repair, maintain and alter scenic art elements used in a range of television, film and interactive media productions. No licensing, legislative, regulatory or certification requirements apply to this unit at the time of endorsement. This unit contains employability skills. Scenic artists, painters and set making staff apply the skills and knowledge outlined in this unit. Generally they work as members of set construction crews under the supervision of a workshop manager. They are responsible for the care and maintenance of scenic art elements, which includes painting and colouring a full range of textures associated with sets and props. They require a good understanding of scenic art processes, as well as an appreciation of artistic criteria. They need to be proficient in the use of a range of hand and power tools.)*
  1. Identify maintenance requirements
  2. Repair scenic art elements
  3. Undertake alterations of scenic art elements
- **CUESET05C - Apply set construction techniques (65 nominal hours)**  
*(This unit describes the skills and knowledge to apply basic carpentry skills to the construction of sets within any production in the cultural industries. As such it focuses on the particular materials and techniques used to create simple set elements such as flats and treads. A person working under supervision would generally undertake this role. Skills working with hand and power tools would be required to complete this unit. No licensing, legislative, regulatory or certification requirements apply to this unit at the time of endorsement. This unit contains employability skills.)*
  1. Select equipment and materials for set construction
  2. Use set construction

#### **Audio/sound**

- **CUESOU07B - Apply a general knowledge of audio to work activities (40 nominal hours)**  
*(This unit describes the foundation skills and knowledge required to complete a range of general audio-related tasks in a live venue environment. It includes the need for an understanding of the role of the audio technician, overall audio system layouts and basic equipment recognition. Tasks would generally be completed under supervision. No licensing, legislative, regulatory or certification requirements apply to this unit at the time of endorsement. This unit contains employability skills.)*
  1. Make preparations for audio set-up
  2. Complete tasks using audio equipment

- **CUFSOU204A – Perform basic sound editing (30 nominal hours)**

*(This unit describes the performance outcomes, skills and knowledge required to for basic digital sound editing. No licensing, legislative, regulatory or certification requirements apply to this unit at the time of endorsement. This unit contains employability skills. Assistant sound editors and production personnel in the community broadcasting sector apply the skills and knowledge described in this unit. They are responsible for preparing, organising and digitally editing relatively simple sound sequences or programs for radio, television, film and interactive media. They are expected to contribute to creative outcomes, including selection and acquisition of sound materials. In a production house environment, they typically work under the supervision of a picture editor or senior sound editor, and are often involved in editing both sound and vision. Combined editing skills at a basic level are covered in: CUFPOS201A 'Perform basic vision and sound editing'. More complex skills associated with editing sound, including dialogue, are covered in: CUFSOU403A 'Perform advanced sound editing'.)*

1. Prepare for editing sound
2. Assemble sequences for editing
3. Edit sound sequences
4. Finalise sound edits

- **CUSSOU201A - Assist with sound recordings (35 nominal hours)**

*(This unit describes the performance outcomes, skills and knowledge required to assist with sound recordings using a variety of recording equipment in a studio or live environment. No licensing, legislative, regulatory or certification requirements apply to this unit at the time of endorsement. Studio assistants, audio stagehands, boom operators and others who assist supervising sound technicians to record sound, apply the skills and knowledge described in this unit. They could be working in a variety of creative arts industry sectors, including stage productions, music recording studios, television, radio, film, video or online environments. Under close supervision and guidance, they are responsible for assisting with setting up recording equipment, doing sound checks, monitoring the quality of recorded sound, labelling/logging recordings, and solving routine problems that occur during the recording. The advanced application of sound recording is covered in: CUSSOU401A 'Record sound'; CUSSOU406A 'Record sound on location'. This unit contains employability skills.)*

1. Assist with pre-recording checks
2. Contribute to recording operations

- **CUSSOU202A - Mix sound in a broadcasting environment (35 nominal hours)**

*(This unit describes the performance outcomes, skills and knowledge required to operate a broadcast studio panel. No licensing, legislative, regulatory or certification requirements apply to this unit at the time of endorsement. Panel operators at community broadcasting stations typically apply the skills and knowledge described in this unit. They are responsible for ensuring that all audio inputs are mixed smoothly in line with program requirements. They work closely with presenters and studio guests, providing them with cues prior to opening microphones. More complex skills associated with the dual tasks of presenting information on air and operating a studio panel are covered in: CUFAIR301A 'Present radio programs'. This unit contains employability skills.)*

1. Prepare for broadcast
2. Mix audio inputs on air
3. Complete operations after broadcast

## Camera/cinematography

- **CUFCAM201A - Assist with a basic camera shoot (30 nominal hours)**

*(This unit describes the performance outcomes, skills and knowledge required to assist with setting up and shooting low end productions. No licensing, legislative, regulatory or certification requirements apply to this unit at the time of endorsement. This unit contains employability skills. This unit describes the skills and knowledge required of a camera assistant working on low-budget and low-end single-camera video productions. Issues relevant to pre-production and production activities are included. Camera assistants are expected to work under the direction of a qualified camera operator, and may, on occasions, be responsible for operating cameras. Community television is a typical environment where these skills are applied. These skills are applied in the setting up and shooting of a variety of low-end productions, including community television. Skills associated with basic lighting operations are covered in: CUFLGT101A 'Apply a general knowledge of lighting to work activities'.)*

1. Prepare for camera shoots
2. Assist with camera set-up on location
3. Set up lighting
4. Shoot video
5. Wrap up shoots

## Digital content and imaging

- **CUFDIG201A - Maintain interactive content (30 nominal hours)**

*(This unit describes the performance outcomes, skills and knowledge required to maintain interactive content. No licensing, legislative, regulatory or certification requirements apply to this unit at the time of endorsement. This unit contains employability skills. People responsible for updating the content of websites apply the skills and knowledge described in this unit. Under direction, they upload a range of media assets and change text content, using a content management system that may be a proprietary system designed for a static or dynamic website. Changes to the interface and structure of the site are made by people in more senior positions.)*

1. Check website information for relevance and currency
2. Check links and navigation
3. Update information
4. Test and confirm changes

- **CULLB307C - Use multimedia (30 nominal hours)**

*(This unit describes the performance outcomes, skills and knowledge required to use a range of multimedia equipment/programs at a non-specialist level. No licensing, legislative, regulatory or certification requirements apply to this unit at the time of endorsement. This unit contains employability skills. This unit applies to individuals working in any industry context who need a general understanding of different multimedia equipment and software. The unit is general and introductory in nature and does not include detailed operational knowledge of technologies required by audio-visual technicians or multimedia specialists. Work is undertaken autonomously within overall guidelines where the individual is working in an organisational context.)*

1. Use multimedia
2. Maintain multimedia equipment/programs
3. Evaluate multimedia options

- **ICPMM296A - Create and test a CD-ROM/DVD (20 nominal hours)**

*(This unit describes the skills and knowledge required to create an interactive CD-ROM / DVD which starts automatically and has no errors in any of the interactive functions. This unit requires a person to create and test a CD-ROM / DVD with a prescribed range of functions involving known routines and procedures with some accountability for the quality of outcomes.)*

1. Confirm data requirements
2. Prepare the CD-ROM / DVD structure
3. Set up auto functions
4. Burn CD-ROM / DVD

### **On-air presentation**

- **CUFAIR201A - Develop techniques for presenting information on radio (30 nominal hours)**

*(This unit describes the performance outcomes, skills and knowledge required to communicate effectively on air. No licensing, legislative, regulatory or certification requirements apply to this unit at the time of endorsement. This unit contains employability skills. This unit concentrates on the development of vocal delivery techniques in an off-air environment prior to recording scripted material for broadcast or presenting program segments live to air under the direct supervision of an experienced broadcaster. Volunteers at community radio stations would typically apply the skills and knowledge described in this unit. Since almost all broadcasters operate the studio panel, combined delivery of this unit with: C USSOU203A 'Mix sound sources is recommended'. More complex skills associated with the presentation of live-to-air programs while operating a studio panel are covered in: 'CUFAIR301A Present radio programs'.)*

1. Identify the elements of effective on air presentation
2. Create simple spreadsheets
3. Develop techniques for reading scripted material
4. Develop techniques for communicating effectively with listeners
5. Contribute to on air programs

### **Post-production**

- **CUFPOS201A - Perform basic vision and sound editing (40 nominal hours)**

*(This unit describes the performance outcomes, skills and knowledge required to perform basic editing functions in relation to film, television and interactive media productions. No licensing, legislative, regulatory or certification requirements apply to this unit at the time of endorsement. This unit contains employability skills. Editing assistants apply the skills and knowledge described in this unit. Under the direction of an editor or senior editor, they are responsible for digitising, cutting and logging prerecorded image and audio content. Editors then take this material and complete the editing process. Within clearly defined parameters, editing assistants are also responsible for editing content using the basic functions of editing software. More complex skills associated with digital editing are covered in: CUFPOS401A 'Edit screen content for fast turnaround'.)*

1. Prepare source materials for edit
2. Log content for editing
3. Perform basic edits

## Research

- **CUFRES201A - Collect and organise content for broadcast or publication (20 nominal hours)**  
*(This unit describes the performance outcomes, skills and knowledge required to compile routine information for broadcast or publication. No licensing, legislative, regulatory or certification requirements apply to this unit at the time of endorsement. This unit contains employability skills. Personnel responsible for assisting with the preparation of routine content for media programs, interactive media products, websites and print publications typically apply the skills and knowledge outlined in this unit. This work is usually undertaken under close supervision and guidance. More complex skills associated with undertaking research are covered in: CUFRES401A 'Conduct research'.)*
  1. Locate information
  2. Organise information
  3. Maintain information sources

## Group B units:

### Creative process

- **BSBCRT301A - Develop and extend critical and creative thinking skills (40 nominal hours)**  
*(This unit describes the performance outcomes, skills and knowledge required to develop the habit of thinking in a more creative way. No licensing, legislative, regulatory or certification requirements apply to this unit at the time of endorsement. This unit contains employability skills. This unit applies to individuals who need to develop and extend their critical and creative thinking skills. Creative thinking involves looking at things differently, musing, testing, experimenting and challenging existing thought patterns. Creative thinking can take place anywhere - at home, at work, lying in bed at night, in the shower or on the bus. It can be applied to any type of issue or situation. When used effectively it can assist with the improvement of existing, or the development of entirely new or innovative services, products or processes. Sometimes creative thinking may pay off in a seemingly unconnected way at a future time and in an apparently unrelated context.  
Creative thinking can be learnt and applied through thoughtful application of skills related to observation, analysis, reflection, problem solving, evaluation and critical appraisal. Effective use of creative thinking skills opens up new opportunities for individuals, businesses and communities.)*
  1. Develop a questioning mindset
  2. Generate ideas and responses
  3. Challenge, test and re-invent ideas
  4. Enhance creative thinking skills

### Customer service

- **BSBCUS201A - Deliver a service to customers (40 nominal hours)**  
*(This unit describes the performance outcomes, skills and knowledge required to deliver all aspects of customer service at an introductory level. It includes creating a relationship with customers, identifying their needs, delivering services or products and processing customer feedback. No licensing, legislative, regulatory or certification requirements apply to this unit at the time of endorsement. This unit contains employability skills. This unit applies to individuals who perform a range of routine tasks in the workplace using a limited range of practical skills and fundamental knowledge of customer service in a defined context under direct supervision or with limited individual responsibility.)*
  1. Establish contact with customers
  2. Identify customer needs
  3. Deliver service to customers
  4. Process customer feedback

## Design

- **BSBDES201A - Follow a design process (40 nominal hours)**

*(This unit describes the performance outcomes, skills and knowledge required to follow a design process at a basic level. No licensing, legislative, regulatory or certification requirements apply to this unit at the time of endorsement. This unit contains employability skills. This unit applies to any individual who follows a design process to respond to specific issues or challenges, including product and service requirements arising from particular business or community needs. The unit acknowledges the need to encourage the development of skills, which are sometimes called 'design thinking' or 'design consciousness'. In essence, the unit is about purposeful problem-solving - defining the challenge, coming up with ideas, working with others to develop ideas, reflecting on progress, presenting an idea so it can be implemented and, of course, evaluating whether an idea has met the original challenge. Designers use the processes described in this unit but at a much more sophisticated and complex level. This unit is not about being a designer.)*

1. Clarify the challenge
2. Explore different ideas and solutions
3. Select and present a solution
4. Implement the solution
5. Evaluate the solution

- **BSBDES202A - Evaluate the nature of design in a specific industry context (30 nominal hours)**

*(This unit describes the performance outcomes, skills and knowledge required to evaluate the nature and role of design in a particular industry context. No licensing, legislative, regulatory or certification requirements apply to this unit at the time of endorsement. This unit contains employability skills. Design occurs in all industries and increasingly, quality design is considered a key factor in building organisational and industry capacity and competitiveness. This unit applies to individuals working in any context, who need to develop a basic appreciation and knowledge of the way that design works in a particular industry and of its potential impacts on industry and individual work practice.)*

1. Source information on design in a given industry context
2. Examine links between design and own work
3. Keep up to date with industry design trends

## Diversity

- **BSBDIV301A - Work effectively with diversity (30 nominal hours)**

*(This unit describes the performance outcomes, skills and knowledge required to recognise and interact productively with diversity in the workplace. It covers sensitive responses to, and interactions with, all manner of diversity that might be encountered during the course of work. No licensing, legislative, regulatory or certification requirements apply to this unit at the time of endorsement. This unit contains employability skills. This unit applies to individuals who work in a variety of contexts, where they will be expected to interact with a diverse client and/or co-worker population.)*

1. Recognise individual differences and respond appropriately
2. Work effectively with individual differences

## Financial administration

- **BSBFIA301A - Maintain financial records (60 nominal hours)**

*(This unit describes the performance outcomes, skills and knowledge required to maintain financial records for a business. It includes maintaining daily financial records such as reconciling debtors' and creditors' systems, preparing and maintaining a general ledger, and preparing a trial balance. It also includes activities associated with monitoring cash control for accounting purposes. No licensing, legislative, regulatory or certification requirements apply to this unit at the time of endorsement. This unit contains employability skills. This unit applies to individuals who are skilled operators and apply a broad range of competencies in various work contexts. They may exercise discretion and judgement using appropriate theoretical knowledge of financial records to provide technical advice and support to a team.)*

1. Maintain daily financial records
2. Maintain general ledger
3. Monitor cash control

## First aid

- **HLTFA201A - Provide basic emergency life support (8 nominal hours)**

*(This unit of competency describes the skills and knowledge required to recognise and respond to life threatening emergencies using basic life support measures only. The required outcomes described in this unit of competency contain applicable facets of Employability Skills. The Employability Skills Summary of the qualification in which this unit of competency is packaged will assist in identifying Employability Skill requirements. The skills and knowledge described here enable a first aider to provide an initial response to an emergency in line with practised actions and Australian Resuscitation Council (ARC) Guidelines and/or state/territory regulations, legislation and policies and accepted industry guidelines. Application should be contextualised as required to reflect workplace and community requirements relating to specific risks and hazards and associated injuries. **Pre-/co-requisites:** This unit stands alone and incorporates the content of unit HLT CPR201A 'Perform CPR'.)*

1. Respond in an emergency situation
2. Apply identified first aid procedures
3. Communicate details of the incident
4. Evaluate own performance

## General maintenance

- **MEM18001C - Use hand tools (20 nominal hours)**

*(This unit covers using a range of hand tools for a variety of general engineering applications.*

**Related units:** *This unit should not be selected if the hand tool is dedicated to a single operation or machine and if only a machine specific/customised tool is used. When using hand held power tools or power tools used for hand held operations, refer to Unit 18.2 (Use power tools/hand held operations). Band: A Unit weight: 2. Applications may include hand tools used for adjusting, dismantling, assembling and finishing of items or components, and the finishing, cutting, scraping of metallic and non-metallic material to size and shape. This includes simple tapping and threading and routine maintenance of hand tools.)*

1. Use hand tools

- **MEM18002B - Use power tools/hand held operations (20 nominal hours)**

*(This unit covers using a range of hand held power tools and fixed power tools for hand held operations for a variety of general engineering applications. **Related units:** This unit should not be selected if the power tools used are dedicated to an operation or machine, e.g. nut-runner, air drill, power driver etc. For using hand tools, see Unit 18.1 (Use hand tools). Band: A Unit weight: 2. This unit applies to loosening and fastening items or components and shaping, finishing, cutting, grinding metallic and non-metallic materials and/or tool bits to size and shape.)*

1. Use power tools

- **MEM05012C - Perform routine manual metal arc welding (20 nominal hours)**  
*(This unit covers preparing the materials and carrying out routine manual metal arc welding (MMAW). **Related units:** Where welding is required to AS 1554 General Purpose or equivalent codes, occupational health and safety regulations and/or licensing requirements, Unit 5.15 (Weld using manual metal arc welding process) should be selected. Band: A. Unit weight: 2. This unit applies in a maintenance or manufacturing environment where the welding is not required to meet an Australian standard or equivalent. Fillet and butt welds would typically be performed on low carbon/mild steels.)*
  1. Identify weld requirements
  2. Prepare materials for welding
  3. Prepare equipment for welding
  4. Perform routine welding using MMAW
  
- **MEM05001B - Perform manual soldering/desoldering - electrical/electronic components (40 nominal hours)**  
*(This unit covers performing manual soldering/desoldering for the installation and fabrication of electrical/electronic components. **Related units:** Depending on the actual soldering job, hand and power tools and measuring skills may be required. These are covered by other units such as Unit 18.1 (Use hand tools), Unit 18.2 (Use power tools/hand held operations) and appropriate measurement units. This unit does not include skills in silver soldering or brazing skills. These skills are covered in Unit 5.6 (Perform brazing and/or silver soldering). Where soldering and desoldering is limited to the straightforward termination, disconnection or reconnection of electrical wiring then see Unit 10.2 (Terminate and connect electrical wiring). Advanced specification and high reliability soldering associated with the installation of electrical/electronic components, in areas where reliability of connections is critical, is covered by Unit 5.2 (Perform high reliability soldering and desoldering). Band: A. Unit weight: 4. Work is undertaken in a production or maintenance environment using predetermined standards of quality, safety and work procedures. Component protection procedures are predetermined.)*
  1. Prepare materials for soldering
  2. Solder materials
  3. Inspect solder joints
  4. Undertake desoldering

#### ICT use

- **ICAU2006B - Operate computing packages (60 nominal hours)**  
*(This unit defines the competency required to identify, select and correctly operate three desktop applications for a range of purposes. There may be benefit in concurrent learning with the following units: ICAU2005B 'Operate computer hardware'; ICAU2231B 'Use computer operating system'. These units are linked and form an appropriate cluster: ICAD2003B 'Receive and process oral and written communication'; ICAI2015B 'Install software applications'; ICAW2001B 'Work effectively in an IT environment'. The required outcomes described in this unit of competency contain applicable facets of employability skills. The Employability Skills Summary for the qualification in which this unit of competency is packaged, will assist in identifying employability skills requirements.)*
  1. Use appropriate software
  2. Access, retrieve and manipulate data
  3. Access and use help functions within each application
  4. Use keyboard and equipment

## Information management

- **BSBINM201A - Process and maintain workplace information (30 nominal hours)**

*(This unit describes the performance outcomes, skills and knowledge required to collect, process, store, and maintain workplace information and systems. It also includes the maintenance of filing and records systems. No licensing, legislative, regulatory or certification requirements apply to this unit at the time of endorsement. This unit contains employability skills. This unit applies to individuals who perform a range of routine tasks in the workplace, using a limited range of practical skills and fundamental knowledge of information and information systems in a defined context, under direct supervision or with limited individual responsibility.)*

1. Collect information
2. Process workplace information
3. Maintain information systems

## Lighting

- **CUFLGT101A - Apply a general knowledge of lighting to work activities (20 nominal hours)**

*(This unit describes the performance outcomes, skills and knowledge required to complete basic lighting tasks in a range of production contexts. No licensing, legislative, regulatory or certification requirements apply to this unit at the time of endorsement. This unit contains employability skills. People assisting with lighting operations in the screen, media and entertainment industries apply the skills and knowledge outlined in this unit. They are working under the direct supervision of an experienced lighting technician. The role includes the need for an understanding of the role of lighting technicians, lighting system layouts and the functions of a range of lighting equipment. Equipment operation is at a routine level. Higher level skills associated with lighting operations are covered in units such as: CUFLGT301A 'Prepare, install and test lighting equipment'; CUFLGT302A 'Record and operate standard lighting cues'.)*

1. Make preparations for lighting set-up
2. Complete tasks using lighting equipment

## Occupational health and safety

- **CUETGE15B - Handle physical elements safely during bump in/bump out (80 nominal hours)**

*(This unit describes the skills and knowledge required to assemble, pack and load/unload physical elements under supervision for any production within the cultural industries. This unit is introductory in nature and focuses on safe manual handling and general knowledge of the bump in/bump out process and types of equipment. It does not include the specialised bump in/bump out procedures and knowledge required by technicians. No licensing, legislative, regulatory or certification requirements apply to this unit at the time of endorsement. This unit contains employability skills.)*

1. Prepare physical elements for transportation
2. Load/unload physical elements
3. Check condition of physical elements

## Sustainability

- **BSBSUS201A - Participate in environmentally sustainable work practices (20 nominal hours)**  
*(This unit describes the performance outcomes, skills and knowledge required to effectively measure current resource use and to carry out improvements including reducing the negative environmental impact of work practices. This unit requires the ability to access industry information, and applicable legislative and occupational health and safety (OHS) guidelines. While no licensing, legislative, regulatory or certification requirements apply holistically to this unit at the time of publication, relevant national, state and territory legislation, regulations and codes of practice impact upon this unit. This unit contains employability skills. This unit applies to operators/team members under supervision or guidance, who are required to follow workplace procedures and instructions, and to work in an environmentally sustainable manner. It covers: efficient resource use; potential environmental hazards; regulatory compliance; improving environmental performance (within the scope of competency, authority and own level of responsibility). It addresses the knowledge, processes and techniques necessary to participate in environmentally sustainable work practices.)*
  1. Identify current resource use
  2. Comply with environmental regulations
  3. Seek opportunities to improve resource efficiency

## Workplace effectiveness

- **BSBWOR202A - Organise and complete daily work activities (20 nominal hours)**  
*(This unit describes the performance outcomes, skills and knowledge required to organise and complete work activities, and to obtain feedback on work performance. No licensing, legislative, regulatory or certification requirements apply to this unit at the time of endorsement. This unit contains employability skills. This unit applies to individuals developing basic skills and knowledge for working in a broad range of settings.)*
  1. Organise work schedule
  2. Complete work tasks
  3. Review work performance

## Selecting electives for different outcomes

This qualification allows learners to develop skills and knowledge to prepare for work, with some limited employment outcomes. The context for this qualification varies, and this must guide the selection of elective units. The following examples are designed to assist in the selection of appropriate electives for particular outcomes at this level, but they are in no way prescriptive:

### Community radio production assistant:

Core units plus:

- CUFCAM201A Assist with a basic camera shoot
- CUFPOS201A Perform basic vision and sound editing

**or**

- CUSSOU202A Mix sound in a broadcasting environment
- CUFOSU204A Perform basic sound editing

### Community television production assistant:

Core units plus:

- CUFCAM201A Assist with a basic camera shoot
- CUFPOS201A Perform basic vision and sound editing

**or**

- CUFRES201A Collect and organise content for broadcast or publication
- CUFDIG201A Maintain interactive content