Facilities and Equipment Checklist

Qualification:	CUA20720 Certificate II in Visual Arts (Release 1)		
School:			
Reviewed by:		Date:	

Qualification Description

This qualification reflects the role of individuals who are developing the basic creative and technical skills that underpin visual arts and craft practice. It applies to work in different visual arts, craft and design environments.

Instructions

Review and select the units being undertaken in this qualification.

Note:
- *If an alternative unit is selected that has not been listed, please contact COSAMP.*
- *Teachers and students must have access to digital devices for the purposes of capturing photographic or video evidence. This may be students' personal devices according to relevant school policy, or provided by the school.*

Tick all relevant units being delivered:	Units	
Core Units		
✔	BSBWHS211	Contribute to health and safety of self and others
✔	CUAACD201	Develop drawing skills to communicate ideas
✔	CUAPPR211	Make simple creative work
✔	CUARES202	Source and use information relevant to own arts practice
Elective Units (tick all that apply)		
☐	CUADES201	Follow a design process
☐	CUAIND211	Develop and apply creative arts industry knowledge
☐	BSBPEF202	Plan and apply time management
☐	BSBSUS211	Participate in sustainable work practices
☐	BSBTWK201	Work effectively with others
☐	ICTWEB306	Develop web presence using social media
☐	BSBTEC101	Operate digital devices
☐	CUADIG212	Develop digital imaging skills
☐	CUADIG315	Produce digital images
☐	ICTICT215	Operate digital media technology packages
☐	CUACER201	Develop ceramic skills
☐	CUAPRI211	Develop printmaking skills
☐	CUAPAI211	Develop painting skills
☐	CUADRA201	Develop drawing skills

☐	MSTGN2013	Identify fibres, fabrics and textiles used in the TCF industry
☐	CUASCU211	Develop sculptural skills

Instructions

Review the equipment requirements for the qualification. Notes on equipment in place can be included in the Notes/Details column Where possible photos should be taken to be submitted with this checklist.

- Table 1: All items in Table 1 must be checked as available
- Table 2: Please provide information related to all elective units being delivered.

Resources unavailable:

Where the resources do not meet all the assessment conditions listed in the checklist, please note the Action Plan in place for how the requirement will be addressed. (i.e., request to alter elective units in training, arrange for students to be trained and assessed at another facility for all or part of training, equipment being ordered, installation pending etc.)

If appropriate arrangements are not able to be made, please contact the Quality and Compliance Team at COSAMP on Ph 03 9592 4801 or enquiries@cosamp.edu.au

Table 1: Equipment/Resources required for *all* units in this qualification:

Please ensure that all items listed below are available at your school in order to deliver this qualification.

Equipment requirements	Notes/Action Plan	COSAMP Office Use Verified
<EXAMPLE> *Safety procedures including but are not limited to, one or more of:* ☐ *PPE* ☐ *Handling, labelling and storing hazardous material and equipment in accordance with labels, MSDS, manufacturer instructions and workplace procedures and regulations, emergency response procedures* ☐ *Cleaning and/or decontamination of equipment* ☐ *machinery guards* ☒ *signage, barriers, service isolation tags, traffic control and flashing lights, lockout and tag-out procedures*	*<EXAMPLE>* *Isolation tags on order.* *No flashing lights installed in school lab,, when required we will simulate these with borrowed equipment from production*	*<EXAMPLE>* *<e.g. photo)>* *<e.g. sighted>*
Safety equipment and PPE including: ☐ Eye protection, hearing protection, hand protection ☐ First aid kit and evacuation plans ☐ Hazard signs and barriers ☐ Firefighting equipment, protection covers ☐ Manual handling procedures		

Equipment requirements	Notes/Action Plan	COSAMP Office Use Verified
☐ Access to a reliable internet connection and a computer/workstation and research resources, relevant software		
Access to documentation, procedures and specifications: ☐ Workplace instructions relating to safe work practices and addressing hazards and emergencies ☐ Appropriate State safety regulations and resources about creative industries and job opportunities, professional industry associations ☐ Relevant workplace induction procedures and equipment manuals, workplace instructions, laws and regulations ☐ Plans, drawings, sketches, diagrams ☐ Office equipment		

Table 2: Equipment/Resources required for *individual* units in this qualification:

The units listed below are only units that require additional resources that are not covered in the Table 1 above.

Unit Code and Title	Equipment requirements	Notes/Action Plan	COSAMP Office Use Verified
Core Units			
CUAACD201 Develop drawing skills to communicate ideas	Additional resources may include: Tools may include: ☐ blades, brushes, digital technology, drawing and design applications, measuring tools, printer, rags, scanner, sponges, sticks Materials may include: ☐ boards, charcoal, coloured pencils, crayons, graphite pencils, inks, natural ochres, pastels and chalks, pigments, range of papers, solvents, watercolour, wood or bark		
CUAPPR211 Make simple creative work	Additional resources may include: Tools may include: ☐ blades, brushes, digital technology, drawing and design applications, measuring tools, printer, rags, scanner, sponges, sticks Materials may include: ☐ boards, charcoal, coloured pencils, crayons, graphite pencils, inks, natural ochres, pastels and chalks, pigments, range of papers, solvents, watercolour, wood or bark Resources and access may include: ☐ books and magazines, family stories, film, internet, photographs and other artworks, theatre		
CUARES202 Source and use information relevant to own arts practice	Additional resources may include: Resources and access may include: ☐ audio, film, images, internet, journal articles, objects, oral histories, performances, stories ☐ texts:		

Unit Code and Title	Equipment requirements	Notes/Action Plan	COSAMP Office Use Verified
	• cultural • historical • religious • scientific • spiritual ☐ technical or medium-specific information ☐ video		
Elective Units			

ICTWEB306
Develop web presence using social media
	Additional resources may include:
	☐ required hardware and its components
	☐ online resources
	☐ social media tools and applications that may be used to develop web
	☐ presence through social media
	☐ web applications that facilitate:
	  • information sharing
	  • interoperability
	  • user-centred design
	  • blogs
	  • folksonomies
	  • hosted services
	  • mashups
	  • social networking sites:
	    o YouTube
	    o Flickr
	    o Facebook
	    o Twitter
	    o Instagram
	    o Tik Tok
	  • video sharing sites
	  • web applications
	  • wikis		

Unit Code and Title	Equipment requirements	Notes/Action Plan	COSAMP Office Use Verified

BSBTEC101
 	
Operate digital devices
	Additional resources may include:
	☐ work station
	☐ digital devices
	   ● camera
	   ● smart phone
	   ● tablets
	☐ information manuals		

CUADIG212
 	
Develop digital imaging skills
	Additional resources may include:
	Tools and equipment may include:
	☐ computer, digital camera, digital imaging software, guillotine, output device, scanner
	
	Materials may include:
	☐ a range of papers for printing
	☐ hard copy source material, such as:
	   ● magazine clippings
	   ● paintings
	   ● photos		

CUADIG315
 	
Produce digital images
	Additional resources may include:
	Equipment may include:
	☐ computer, digital camera, digital imaging software, guillotine, output device, scanner
	
	Materials may include:
	☐ a range of papers for printing
	☐ hard copy source material, such as:
	   ● magazine clippings
	   ● paintings
	   ● photos		

ICTICT215	Additional resources may include:		

Unit Code and Title	Equipment requirements	Notes/Action Plan	COSAMP Office Use Verified

Operate digital media technology packages	Software may include:
	☐ 3-D computer graphics software
	☐ animation software
	☐ commercial software applications
	☐ graphic arts software
	☐ hypermedia editing software
	☐ image editing software:
	   ● raster graphics
	   ● vector graphics
	☐ music sequencer or score writer
	☐ open-source software
	☐ organisation-specific software
	☐ sound editing software
	☐ video-editing software		

CUACER201 Develop ceramic skills	Additional resources may include: Tools and equipment may include: ☐ banding wheel, brushes, carving tools ☐ kilns: electric, gas or raku ☐ kiln equipment ☐ knives and blades, rolling pins or other rollers, spatulas, tongs ☐ protective clothing ☐ tape measures Materials may include ☐ Glazes, oxides, various clays		
CUAPRI211 Develop printmaking skills	Additional resources may include: Tools may include: ☐ brushes, burnishers, carving tools, engraving tools, knives, scissors, scrapers Equipment may include:		

Unit Code and Title	Equipment requirements	Notes/Action Plan	COSAMP Office Use Verified

	☐ barens, blankets, presses, protective clothing, rollers, screens, squeegees
	
	Materials may include:
	☐ inks:
	   • oil
	   • water-based
	   • pigments
	☐ printing surfaces:
	   • fabric
	   • papers
	   • watercolours		

CUAPAI211 Develop painting skills	Additional resources may include: Tools and equipment may include: ☐ brushes, knives, rags, rollers, scrapers (found or made), spatulas, sponges, sticks Materials may include: ☐ acrylic paints, bark, canvas, cardboard, fabric, glues, impasto medium, natural ochres, paper, Perspex, tempera, watercolour, wood		
CUADRA201 Develop drawing skills	Additional resources may include: Tools may include: ☐ blades, brushes, digital technology, drawing and design applications, measuring tools, printer, rags, scanner, sponges, sticks Materials may include: ☐ boards, charcoal, coloured pencils, crayons, graphite pencils, inks, natural ochres, pastels and chalks, pigments, range of papers, solvents, watercolour, wood or bark		
MSTGN2013	Additional resources may include: Fibres may include:		

Unit Code and Title	Equipment requirements	Notes/Action Plan	COSAMP Office Use Verified
Identify fibres, fabrics and textiles used in the TCF industry	☐ natural fibres such as cotton, wool, silk, linen ☐ synthetic fibres such as polyamide, polyester, acrylic, lycra, rayon, acetate Fabrics may include: ☐ natural and synthetic single yarn fabrics and blends ☐ knitted fabrics including weft knits and warp knits ☐ woven fabrics including plain, twill, satin, dobby, jacquard and pile ☐ non-woven fabrics such as felts, nets, braids, bonded and composite ☐ emerging smart fabrics		
CUASCU211 Develop sculptural skills	Additional resources may include: Tools and equipment may include: ☐ carving tools, hammers, heat guns, knives, nails, power tools, protective clothing, saws, screwdrivers, screws, spatulas Materials may include: ☐ clay, drawing materials, flexible industrial materials, flexible natural materials, found objects, glues, blocks, latex, metal and alloys, oxidising agents and other patina agents, paint, plaster, rope, rubber, soap stone, stains, string, thread, wax, wire, wood and wood products		

SCHOOL DECLARATION

I confirm that we have all the equipment and facilities required to deliver our chosen units of competency for this qualification.

☐ **YES**　　　☐ **NO**

Trainer name:	
Trainer signature:	
Date:	

RTO APPROVAL SIGN OFF

After reviewing the checklist for each unit being delivered, the school has the required facilities and equipment to assess the units chosen?

☐ **YES**　　　☐ **NO***

If no, actions to be taken:	
Name:	
Signature:	
Date:	