Facilities and Equipment Checklist

Qualification:	CUA31020 - Certificate III in Screen and Media		
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		
✓	BSBCRT311	Apply critical thinking skills in a team environment
✓	CUAIND311	Work effectively in the creative arts industry
✓	CUAWHS312	Apply work health and safety practices
Elective Units (tick all that apply)		
☐	CUAANM301	Create 2D digital animations
☐	CUAANM302	Create 3D digital animations
☐	CUADES302	Explore and apply the creative design process to 2D forms
☐	CUADIG303	Produce and prepare photo images
☐	CUADIG304	Create visual design components
☐	CUADIG311	Prepare video assets
☐	CUADIG312	Author interactive sequences
☐	CUAPOS211	Perform basic vision and sound editing
☐	CUAWRT301	Write content for a range of media
☐	ICTWEB306	Develop web presence using social media
☐	CUAACD201	Develop drawing skills to communicate ideas
☐	CUACAM211	Assist with a basic camera shoot
☐	CUADES201	Follow a design process
☐	CUADIG211	Maintain interactive content

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 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 ☐ legislation and codes of practice relevant to media ☐ 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			
BSBCRT311 Apply critical thinking skills in a team environment	Additional resources must include: ☐ Organisational and legislative frameworks		
Elective Units			
CUAANM301 Create 2D digital animations	Delivery platforms may include: ☐ CD ☐ DVD ☐ film ☐ games console ☐ internet ☐ kiosk ☐ mobile phone ☐ PDA (personal digital assistant) ☐ video Software may include: ☐ Director ☐ Flash ☐ Toon Boon Studio		
CUAANM302 Create 3D digital animations	Delivery platforms may include: ☐ CD ☐ DVD ☐ film ☐ games console		

Unit Code and Title	Equipment requirements	Notes/Action Plan	COSAMP Office Use Verified
	☐ internet ☐ kiosk ☐ mobile phone ☐ PDA (personal digital assistant) ☐ video Software may include ☐ 3D Studio Max ☐ Cinema 4D ☐ Houdini ☐ Lightwave ☐ Maya ☐ Motionbuilder ☐ Soft Image – XSI		
CUADES302 Explore and apply the creative design process to 2D forms	Additional resources must include: ☐ drawing and digital materials, resources and equipment		
CUADIG303 Produce and prepare photo images	Equipment may include: ☐ a scanner and digital camera ☐ digital imaging software ☐ a wide range of programs, e.g.: ☐ Adobe Photoshop ☐ Adobe Photoshop Elements ☐ Adobe Photoshop Lightroom ☐ Apple Aperture ☐ Corel Paint Shop Pro ☐ Corel PhotoPaint ☐ GNU Image Manipulation Program (GIMP and GIMPshop). ☐ project briefs ☐ information or manuals about operating equipment.		

Unit Code and Title	Equipment requirements	Notes/Action Plan	COSAMP Office Use Verified
CUADIG304 Create visual design components	Additional resources may include: ☐ project briefs ☐ relevant software ☐ using graphics software, such as: ☐ Corel Draw ☐ Corel Paint Shop Pro ☐ Photoshop ☐ Photoshop Elements ☐ Illustrator ☐ Paint.net ☐ Fireworks ☐ manuals and information to support software Delivery platforms may include: ☐ CD ☐ DVD ☐ film ☐ games console ☐ internet ☐ kiosk ☐ mobile phone ☐ other wireless/mobile devices ☐ personal digital assistant (PDA) ☐ print media ☐ television.		
CUADIG311 Prepare video assets	Additional resources must include: ☐ video encoding and editing software and equipment specialised video compression tools, such as DivX and Squeeze video editing tools, for example: • Adobe Premier • Final Cut Pro • Final Cut Express • QuickTime Pro		

Unit Code and Title	Equipment requirements	Notes/Action Plan	COSAMP Office Use Verified
	• Media 100 • iMovie • Movie Maker • WaveLab ☐ manuals and instructions relating to the preparation of video assets.		
CUADIG312 Author interactive sequences	Additional resources must include: ☐ text and media assets ☐ authoring software may include: • Director • Dreamweaver • Flash • FrontPage • PageMill Delivery platforms may include ☐ CD ☐ DVD ☐ internet ☐ kiosk ☐ mobile phone ☐ personal digital assistant (PDA) ☐ other wireless/mobile devices		
CUAPOS211 Perform basic vision and sound editing	Additional resources must include: ☐ content requiring editing ☐ post-production facilities Editing software may include: • Adobe Premiere Pro • Avid Liquid Pro • Final Cut Pro • Ulead MediaStudio Pro Hardware may include:		

Unit Code and Title	Equipment requirements	Notes/Action Plan	COSAMP Office Use Verified
	• computers, e.g. PC, Macintosh, Avid • DVD/CD player • edit controllers, e.g. Lightworks • external hard drives • iPod • source and record machines, e.g. Beta, VHS, DAT • Steenbeck • video machines/recorders		

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:
	    • YouTube
	    • Flickr
	    • Facebook
	    • Twitter
	    • Instagram
	    • Tik Tok
	  • video sharing sites
	  • web applications
	  • wikis		

CUAACD201	Additional resources may include:		

Unit Code and Title	Equipment requirements	Notes/Action Plan	COSAMP Office Use Verified
Develop drawing skills to communicate ideas	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		
CUACAM211 Assist with a basic camera shoot	Additional resources must include: ☐ Camera equipment, accessories, power cables and charged batteries ☐ Lighting cables and equipment ☐ Colour frames and gels Additional resources may include: ☐ Clapperboard		
CUADIG211 Maintain interactive content	Additional resources may include: Equipment may include: ☐ appropriate content ☐ content management system ☐ authoring tools		

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, does the school have the required facilities and equipment to assess the units chosen?

☐ **YES**   ☐ **NO***

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