

## Facilities and Equipment Checklist

<b>Qualification:</b>	CUA40920 Certificate IV in Music (Release 1)		
<b>School:</b>			
<b>Reviewed by:</b>		<b>Date:</b>	
<b>Qualification Description</b> <i>This qualification reflects the role of individuals who apply solutions to a defined range of unpredictable problems, and analyse and evaluate information from a variety of sources. They use well-developed skills and a broad knowledge base in music performance, music creation and composition, sound production, or music business contexts. They may provide leadership and guidance to others and have limited responsibility for the output of others.</i>			

### 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	
<b>Core Units</b>		
<input checked="" type="checkbox"/>	BSBESB301	Investigate business opportunities
<input checked="" type="checkbox"/>	CUACMP311	Implement copyright arrangements
<input checked="" type="checkbox"/>	CUAIND411	Extend expertise in specialist creative fields
<input checked="" type="checkbox"/>	CUAMWB402	Manage feedback on creative practice
<b>Elective Units (tick all that apply)</b>		
<input type="checkbox"/>	CUAMCP311	Create simple musical compositions
<input type="checkbox"/>	CUAMCP312	Write song lyrics
<input type="checkbox"/>	CUAMCP313	Create simple musical pieces using music technology
<input type="checkbox"/>	CUAMCP412	Compose musical pieces
<input type="checkbox"/>	CUAMPF411	Rehearse music for group performances
<input type="checkbox"/>	CUAMPF412	Develop and apply stagecraft skills
<input type="checkbox"/>	CUAMPF414	Perform music as part of a group
<input type="checkbox"/>	CUAMPF416	Perform music as a soloist
<input type="checkbox"/>	CUAMLT311	Develop and apply aural perception skills
<input type="checkbox"/>	CUASOU317	Record and mix basic music demos
<input type="checkbox"/>	CUASOU419	Mix recorded music
<input type="checkbox"/>	CUASOU212	Perform basic sound editing

<input type="checkbox"/>	CUASOU306	Operate sound reinforcement systems
<input type="checkbox"/>	CUASOU331	Undertake live audio operations
<input type="checkbox"/>	CUASOU312	Develop and apply knowledge of audio theory
<input type="checkbox"/>	CUASOU321	Mix music in studio environments
<input type="checkbox"/>	CUASOU412	Manage audio input sources
<input type="checkbox"/>	CUAWRT503	Write about music

SAMPLE

## 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](mailto: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
<p><b>&lt;EXAMPLE&gt;</b> <i>Safety procedures including but are not limited to, one or more of:</i></p> <ul style="list-style-type: none"><li><input type="checkbox"/> PPE</li><li><input type="checkbox"/> Handling, labelling and storing hazardous material and equipment in accordance with labels, MSDS, manufacturer instructions and workplace procedures and regulations, emergency response procedures</li><li><input type="checkbox"/> Cleaning and/or decontamination of equipment</li><li><input type="checkbox"/> machinery guards</li><li><input checked="" type="checkbox"/> signage, barriers, service isolation tags, traffic control and flashing lights, lockout and tag-out procedures</li></ul>	<p><b>&lt;EXAMPLE&gt;</b> <i>Isolation tags on order. No flashing lights installed in school lab,, when required we will simulate these with borrowed equipment from production</i></p>	<p><b>&lt;EXAMPLE&gt;</b> <i>&lt;e.g. photo&gt; &lt;e.g. sighted&gt;</i></p>
<p>Safety equipment and PPE including:</p> <ul style="list-style-type: none"><li><input type="checkbox"/> Eye protection, hearing protection, hand protection</li><li><input type="checkbox"/> First aid kit and evacuation plans</li><li><input type="checkbox"/> Hazard signs and barriers</li><li><input type="checkbox"/> Firefighting equipment, protection covers</li></ul>		

Equipment requirements	Notes/Action Plan	COSAMP Office Use Verified
<input type="checkbox"/> Manual handling procedures		
<input type="checkbox"/> Access to a reliable internet connection and a computer/workstation and research resources, relevant software		
<p>Access to documentation, procedures and specifications:</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Workplace instructions relating to safe work practices and addressing hazards and emergencies</li> <li><input type="checkbox"/> Appropriate State safety regulations and resources about creative industries and job opportunities, professional industry associations</li> <li><input type="checkbox"/> Relevant workplace induction procedures and equipment manuals, workplace instructions, laws and regulations</li> <li><input type="checkbox"/> Plans, drawings, sketches, diagrams</li> <li><input type="checkbox"/> Office equipment</li> <li><input type="checkbox"/> Office or Microsoft Software</li> </ul>		
<ul style="list-style-type: none"> <li><input type="checkbox"/> Notation software, such as Musecore, Sibelius, Noteflight, etc</li> <li><input type="checkbox"/> Sequencer software, such as Ableton Intro, Garageband, Soundation, etc</li> <li><input type="checkbox"/> Audio editing software, such as Audacity</li> <li><input type="checkbox"/> Suitable music loops and samples</li> <li><input type="checkbox"/> A small recording device, such as a mobile phone or video camera</li> <li><input type="checkbox"/> Sampler/sequencer interface, such as the Novation Launchpad / USB keyboard controller</li> </ul>		
<p>Access to performance spaces may include:</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> The classroom</li> <li><input type="checkbox"/> An auditorium/hall</li> <li><input type="checkbox"/> An outdoor space around the school</li> <li><input type="checkbox"/> A shopping centre</li> <li><input type="checkbox"/> A civic space</li> </ul>		

Equipment requirements	Notes/Action Plan	COSAMP Office Use Verified
<input type="checkbox"/> A theatre <input type="checkbox"/> Or various commercial spaces such as a winery, cafe, restaurant, hotel		
<p>Music Performing Students</p> <p>Access to equipment must include:</p> <input type="checkbox"/> A range of relevant instrument amplifiers, for electronic instruments <input type="checkbox"/> Suitable FX units to experiment with sound output, such as reverb, delay, chorus, pitch shift, etc <input type="checkbox"/> A range of dynamic and condenser microphones, for acoustic instruments / voice <input type="checkbox"/> A minimum of 100W stereo public address (PA) system, with foldback monitors <input type="checkbox"/> A mixing desk with suitable sends for front of house (FOH) and foldback sends (at least two auxiliary send channels that are not dedicated to an onboard FX unit)		
<p>Students require access to:</p> <input type="checkbox"/> A small recording device, such as a mobile phone or video camera <input type="checkbox"/> Dynamic, condenser and ribbon microphones with <ul style="list-style-type: none"> <li>o Various polar patterns (cardioid, hyper cardioid, omni, bi-directional)</li> <li>o Various diaphragm sizes (small &amp; large)</li> </ul> <input type="checkbox"/> An audio interface/controller which connects at least eight microphones to a computer <input type="checkbox"/> Industry-standard audio recording software, such as Pro Tools, Logic, Cubase, Ableton or Reason <input type="checkbox"/> Audio stems (multi-tracks) for editing <input type="checkbox"/> Relevant studio monitors		

Equipment requirements	Notes/Action Plan	COSAMP Office Use Verified
<p>Sound Production Students</p> <p>Students require access to:</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> A range of relevant instrument amplifiers, for electronic instruments</li> <li><input type="checkbox"/> Analogue mixing desk with suitable sends for front of house (FOH) and foldback sends (at least two auxiliary send channels that are not dedicated to an onboard FX unit)</li> <li><input type="checkbox"/> Suitable outboard FX units to experiment with sound output, such as reverb, delay, noise gate, compression, graphic EQ, etc. Students need to connect with leads to the analogue desk</li> <li><input type="checkbox"/> Digital mixing desk with suitable onboard FX to replicate the outboard FX with analogue desk</li> <li><input type="checkbox"/> Analogue &amp; digital stage boxes</li> <li><input type="checkbox"/> Dynamic, condenser, ribbon microphones with <ul style="list-style-type: none"> <li>o Various polar patterns (cardioid, hyper cardioid, omni, bi-directional)</li> <li>o Various diaphragm sizes (small &amp; large)</li> </ul> </li> <li><input type="checkbox"/> A minimum of 100W stereo public address (PA) system, with foldback monitors</li> <li><input type="checkbox"/> Various types of cables &amp; connectors</li> <li><input type="checkbox"/> Balanced cables of various sizes, such as XLR</li> <li><input type="checkbox"/> Looms</li> <li><input type="checkbox"/> Speaker cables, such as Speakon</li> <li><input type="checkbox"/> Unbalanced cables, such as instrument leads</li> <li><input type="checkbox"/> RCA connectors</li> <li><input type="checkbox"/> DI boxes (passive &amp; active)</li> <li><input type="checkbox"/> A cable tester</li> <li><input type="checkbox"/> Various audio analysers, such as a spectrum analyser</li> <li><input type="checkbox"/> Speaker stands, mike stands &amp; cradles, gaffa &amp; electrical tape</li> </ul>		

**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
<b>Elective Units</b>			
CUAMCP311 Create simple musical compositions	Additional resources must include: <input type="checkbox"/> Instruments		
CUAMCP313 Create simple musical pieces using music technology	Additional resources must include: <input type="checkbox"/> DAW software <input type="checkbox"/> MIDI keyboard <input type="checkbox"/> Library of loops <input type="checkbox"/> Microphone <input type="checkbox"/> Audio interface		
CUASOU317 Record and mix basic music demo	Additional resources must include access to: <input type="checkbox"/> Recording studio		
CUAMPF314 Make music demos	Additional resources must include access to: <input type="checkbox"/> Recording studio		
CUASOU419 Mix recorded music	Additional resources must include access to: <input type="checkbox"/> Isolated listening environment		
CUASOU306 Operate sound reinforcement systems	Additional resources must include access to: <input type="checkbox"/> live sound equipment <input type="checkbox"/> PA systems <input type="checkbox"/> Live music		
CUASOU331 Undertake live audio operations	Additional resources must include access to: <input type="checkbox"/> PA equipment <input type="checkbox"/> live sound equipment		
CUASOU312	Additional resources must include: <input type="checkbox"/> PA equipment		

Unit Code and Title	Equipment requirements	Notes/Action Plan	COSAMP Office Use Verified
Develop and apply knowledge of audio theory			
CUASOU321 Mix music in studio environments	Additional resources must include: <input type="checkbox"/> Isolated listening environment		
CUASOU412 Manage audio input sources	Additional resources must include: <input type="checkbox"/> PA equipment <input type="checkbox"/> Industry-standard mixing console <input type="checkbox"/> Stage box and multi core <input type="checkbox"/> microphones		



## 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: