

Facilities and Equipment Checklist

Qualification:	CUA10320 Certificate I in Visual Arts (Release 1)		
School:			
Reviewed by:		Date:	
Qualification Description			
<i>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.</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	
Core Units		
✓	BSBWHS211	Contribute to health and safety of self and others
✓	CUAACD101	Use basic drawing techniques
✓	CUAPPR101	Use ideas and techniques to develop creative work
Elective Units (tick all that apply)		
<input type="checkbox"/>	BSBPEF202	Plan and apply time management
<input type="checkbox"/>	BSBTEC101	Operate digital devices
<input type="checkbox"/>	CUAIND211	Develop and apply creative arts industry knowledge

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
<p><i><EXAMPLE></i> <i>Safety procedures including but are not limited to, one or more of:</i></p> <ul style="list-style-type: none"> <input type="checkbox"/> PPE <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 <input type="checkbox"/> Cleaning and/or decontamination of equipment <input type="checkbox"/> machinery guards <input checked="" type="checkbox"/> signage, barriers, service isolation tags, traffic control and flashing lights, lockout and tag-out procedures 	<p><i><EXAMPLE></i> <i>Isolation tags on order.</i> <i>No flashing lights installed in school lab,, when required we will simulate these with borrowed equipment from production</i></p>	<p><i><EXAMPLE></i> <i><e.g. photo></i> <i><e.g. sighted></i></p>
<p>Safety equipment and PPE including:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Eye protection, hearing protection, hand protection <input type="checkbox"/> First aid kit and evacuation plans <input type="checkbox"/> Hazard signs and barriers <input type="checkbox"/> Firefighting equipment, protection covers 		

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"> <input type="checkbox"/> Workplace instructions relating to safe work practices and addressing hazards and emergencies <input type="checkbox"/> Appropriate State safety regulations and resources about creative industries and job opportunities, professional industry associations <input type="checkbox"/> Relevant workplace induction procedures and equipment manuals, workplace instructions, laws and regulations <input type="checkbox"/> Plans, drawings, sketches, diagrams <input type="checkbox"/> Office equipment 		

SAMPLE

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			
BSBWHS211 Contribute to health and safety of self and others	Additional resources must include: <ul style="list-style-type: none"> <input type="checkbox"/> WHS guidelines <input type="checkbox"/> cleaning equipment and disinfectant, detergents, sterilising cleaning equipment, instrument specific cleaning detergents <input type="checkbox"/> safety data sheets (SDS) <input type="checkbox"/> Incident reports 		
CUAACD101 Use basic drawing techniques	Additional resources may include: Tools may include: <ul style="list-style-type: none"> <input type="checkbox"/> blades, brushes, digital technology, drawing and design applications, measuring tools, printer, rags, scanner, sponges, sticks Materials may include: <ul style="list-style-type: none"> <input type="checkbox"/> boards, charcoal, coloured pencils, crayons, graphite pencils, inks, natural ochres, pastels and chalks, pigments, range of papers, solvents, watercolour, wood or bark 		
CUAPPR101 Use ideas and techniques to develop creative work	Additional resources must include: <ul style="list-style-type: none"> <input type="checkbox"/> tools, equipment and materials <input type="checkbox"/> studio and/or workshop facilities 	<i>Please provide contextualised images of your tools, equipment and materials</i>	
Elective Units			
CUAIND211 Develop and apply creative arts industry knowledge	Additional resources must include: <ul style="list-style-type: none"> <input type="checkbox"/> applicable and current industry information <input type="checkbox"/> different media to collect and store industry information <input type="checkbox"/> electronic and print media <input type="checkbox"/> induction kits <input type="checkbox"/> libraries and telephone books <input type="checkbox"/> peak copyright organisations 		

Unit Code and Title	Equipment requirements	Notes/Action Plan	COSAMP Office Use Verified
BSBPEF202 Plan and apply time management	Additional resources may include: <ul style="list-style-type: none"> <input type="checkbox"/> electronic diaries <input type="checkbox"/> facsimile machines 		
BSBTEC101 Operate digital devices	Additional resources must include: <ul style="list-style-type: none"> <input type="checkbox"/> work station <input type="checkbox"/> digital devices <ul style="list-style-type: none"> ● camera ● smart phone ● tablets <input type="checkbox"/> information manuals 		

SAMPLE

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: