

Facilities and Equipment Checklist

Qualification:	CUA20620 Certificate II in Music (Release 1)		
School:			
Reviewed by:		Date:	
Qualification Description <i>This qualification reflects the role of individuals who perform a range of routine tasks in the music industry, work under direct supervision, and use limited practical skills and fundamental operational knowledge in a defined context. They may work in environments that require foundational skills in music performance, music making or composition, sound production, or music business.</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		
<input checked="" type="checkbox"/>	BSBTWK201	Work effectively with others
<input checked="" type="checkbox"/>	BSBWHS211	Contribute to the health and safety of self and others
<input checked="" type="checkbox"/>	CUAIND211	Develop and apply creative arts industry knowledge
Elective Units (tick all that apply)		
<input type="checkbox"/>	CUAMCP211	Incorporate technology into music making
<input type="checkbox"/>	CUAMLT202	Apply knowledge of music culture to music making
<input type="checkbox"/>	CUAMLT211	Develop musical ideas and knowledge
<input type="checkbox"/>	CUAMPF111	Develop skills to play or sing music
<input type="checkbox"/>	CUAMPF112	Perform simple musical parts in ensembles
<input type="checkbox"/>	CUAMPF211	Perform simple musical pieces
<input type="checkbox"/>	CUAMPF212	Incorporate music technology into performances
<input type="checkbox"/>	CUAMPF213	Perform simple repertoire in ensembles
<input type="checkbox"/>	CUAMPF214	Perform music from simple written notation
<input type="checkbox"/>	CUASOU211	Develop basic audio skills and knowledge
<input type="checkbox"/>	CUASOU212	Perform basic sound editing
<input type="checkbox"/>	CUASOU213	Assist with sound recordings
<input type="checkbox"/>	CUASOU214	Mix sound in a broadcasting environment

<input type="checkbox"/>	CUASOU303	Repair and maintain audio equipment
<input type="checkbox"/>	BSBESB301	Investigate business opportunities
<input type="checkbox"/>	BSBPEF202	Plan and apply time management
<input type="checkbox"/>	CUADES201	Follow a design process
<input type="checkbox"/>	CUADIG211	Maintain interactive content
<input type="checkbox"/>	CUARES201	Collect and organise content for broadcast or publication
<input type="checkbox"/>	CUASTA212	Assist with bump in and bump out of shows
<input type="checkbox"/>	ICTWEB306	Develop web presence using social media

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

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><EXAMPLE> <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><EXAMPLE> <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><EXAMPLE> <i><e.g. photo> <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 		
<ul style="list-style-type: none"> <input type="checkbox"/> Notation software, such as Musecore, Sibelius, Noteflight, etc <input type="checkbox"/> Sequencer software, such as Ableton Intro, Garageband, Soundation, etc <input type="checkbox"/> Audio editing software, such as Audacity <input type="checkbox"/> Suitable music loops and samples <input type="checkbox"/> A small recording device, such as a mobile phone or video camera <input type="checkbox"/> Sampler/sequencer interface, such as the Novation Launchpad / USB keyboard controller 		
<ul style="list-style-type: none"> <input type="checkbox"/> A small recording device, such as a mobile phone or video camera <input type="checkbox"/> Dynamic & condenser microphones <input type="checkbox"/> An audio interface which connects microphones to a computer <input type="checkbox"/> A lower-level audio recording software such as Garageband, FL Studio or Audacity 		

Equipment requirements	Notes/Action Plan	COSAMP Office Use Verified
<input type="checkbox"/> A relevant instrument amplifier, for electronic instruments <input type="checkbox"/> A dynamic and condenser microphone, 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>Access to performance spaces may include:</p> <input type="checkbox"/> The classroom <input type="checkbox"/> An auditorium/hall <input type="checkbox"/> An outdoor space around the school <input type="checkbox"/> A shopping centre <input type="checkbox"/> A civic space <input type="checkbox"/> A theatre <input type="checkbox"/> Or various commercial spaces such as a winery, cafe, restaurant, hotel		

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		
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		
Elective Units			
CUAMCP211 Incorporate technology into music making	Additional resources must include: <ul style="list-style-type: none"><input type="checkbox"/> industry-standard music production technology and equipment<input type="checkbox"/> DAW (e.g., Garageband, Pro Tools, Logic Pro, Ableton Live)		
CUAMLT211 Develop musical ideas and knowledge	Additional resources must include: <ul style="list-style-type: none"><input type="checkbox"/> recorded music in different styles and genres<input type="checkbox"/> technology required to collect, download and store information<input type="checkbox"/> DAW (e.g., Garageband, Pro Tools, Logic Pro, Ableton Live) or choose from a range of playback / streaming options such as Spotify or Apple Music		

Unit Code and Title	Equipment requirements	Notes/Action Plan	COSAMP Office Use Verified
CUAMPF112 Perform simple musical parts in ensembles	Additional resources must include: <ul style="list-style-type: none"> <input type="checkbox"/> common instruments and equipment <input type="checkbox"/> repertoire and sheet or recorded music 		
CUAMPF211 Perform simple musical pieces	Additional resources must include: <ul style="list-style-type: none"> <input type="checkbox"/> common instruments and equipment <input type="checkbox"/> repertoire and sheet or recorded music <input type="checkbox"/> acoustic environment for playing or singing music 		
CUAMPF212 Incorporate music technology into performances	Additional resources must include: <ul style="list-style-type: none"> <input type="checkbox"/> common instruments and equipment <input type="checkbox"/> repertoire and sheet or recorded music <input type="checkbox"/> acoustic environment for playing or singing music <input type="checkbox"/> industry-standard technology-based equipment and related software <input type="checkbox"/> MIDI controller and a program such as Ableton Live 		
CUAMPF213 Perform simple repertoire in ensembles	Additional resources must include: <ul style="list-style-type: none"> <input type="checkbox"/> PA equipment 		
CUASOU211 Develop basic audio skills and knowledge	Additional resources must include: <ul style="list-style-type: none"> <input type="checkbox"/> PA equipment <input type="checkbox"/> industry-current software (e.g., Pro Tools, Logic Pro, Ableton Live) 		
CUASOU303 Repair and maintain audio equipment	Additional resources must include: <ul style="list-style-type: none"> <input type="checkbox"/> soldering iron, solder, audio cables 		
BSBESB301 Investigate business opportunities	Additional resources must include: <ul style="list-style-type: none"> <input type="checkbox"/> data collection tools and software 		
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 		

Unit Code and Title	Equipment requirements	Notes/Action Plan	COSAMP Office Use Verified
CUADIG211 Maintain interactive content	<p>Additional resources may include:</p> <p>Equipment may include:</p> <ul style="list-style-type: none"> <input type="checkbox"/> appropriate content <input type="checkbox"/> content management system <input type="checkbox"/> authoring tools 		
CUASTA212 Assist with bump in and bump out of shows	<p>Additional resources may include:</p> <ul style="list-style-type: none"> <input type="checkbox"/> a venue or location for bump in and bump out <input type="checkbox"/> transport vehicles into which physical elements can be loaded <input type="checkbox"/> Materials may include: <ul style="list-style-type: none"> • boxes, bubble wrap, bush blankets, crates, labels, road cases, rope, straps, tape, tissue paper, wardrobe skips, audio equipment, costumes, lighting equipment, props, scenic art, sets 		
ICTWEB306 Develop web presence using social media	<p>Additional resources may include:</p> <ul style="list-style-type: none"> <input type="checkbox"/> required hardware and its components <input type="checkbox"/> online resources <input type="checkbox"/> social media tools and applications that may be used to develop web <input type="checkbox"/> presence through social media <input type="checkbox"/> web applications that facilitate: <ul style="list-style-type: none"> • information sharing • interoperability • user-centred design • blogs • folksonomies • hosted services • mashups • social networking sites: <ul style="list-style-type: none"> ○ YouTube ○ Flickr ○ Facebook ○ Twitter ○ Instagram ○ Tik Tok • video sharing sites 		

Unit Code and Title	Equipment requirements	Notes/Action Plan	COSAMP Office Use Verified
	<ul style="list-style-type: none"> • web applications • wikis 		

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: