



Australian Government
Department of Defence

BN66650848

s47E(c)

Directorate of Army Education & Learning
Systems
HQ FORCOMD
Canberra ACT

Dear s47E(c)

LETTER OF ENDORSEMENT TO ASSESS RPL FOR CUA41120 - CERTIFICATE IV IN PHOTOGRAPHY AND DIGITAL IMAGING

1. The Defence RTO (0442) was asked by Army to formally assure and endorse the RPL package CUA41120 - Certificate IV in Photography and Digital Imaging.
2. Assurance activity by the Defence RTO Assurance team has confirmed that the Defence RTO are satisfied that the provided documentation and RPL mapping for the CUA41120 - Certificate IV in Photography and Digital Imaging meets compliance requirements.

Units of Competency
CUAPHI411 Capture images in response to a brief
CUAWHS312 Apply work health and safety practices
CUAPHI311 Develop and apply photo imaging industry knowledge
CUAPHI313 Process photo images
CUAPHI412 Apply photo imaging lighting techniques
CUAPHI403 Enhance, manipulate and output photo images
CUAPPR403 Store and maintain finished creative work
CUAACD411 Integrate colour theory and design processes
CUARES403 Research history and theory to inform own arts practice
CUACMP311 Implement copyright arrangements
CUACMP511 Manage copyright arrangements
BSBPEF301 Organise personal work priorities
BSBPEF402 Develop personal work priorities

Units of Competency
CUADIG303 Produce and prepare photo images
CUAPPR415 Develop and discuss ideas for own creative work

3. This letter serves to formally advise Army of this outcome and the Defence RTO endorsement for this RPL package, with the RTO agreeing to issue the CUA41120 - Certificate IV in Photography and Digital Imaging.

4. In order to maintain VET compliance, the Validation of this training will be scheduled for the ***Fourth Quarter of 2024*** to enable the establishment of assessment sample size for validation. The DRTO Assurance will engage closer to this time to negotiate a final agreed date. Further information on Validation is available at the following link:
s47E(d)

5. The DRTO will complete initial setup of the new/changed Unit(s) of Competency in PMKeyS in preparation for the first Issuance submission of the RPL kit.

6. Any further enquiries on this matter can be directed to the Defence RTO Assurance Team on s47E(c) [@defence.gov.au](mailto:s47E(c)@defence.gov.au)

Yours sincerely,

s47E(c)

Date: 26 June 2023

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CUA41120 CERT IV – PHOTOGRAPHY AND DIGITAL IMAGING

UOC REQUIREMENTS MAPPED TO RPL KIT

UOC	Element	Criterion	RPL Kit Page No.
1. CUAPHI411 Capture images in response to a brief	1. Plan for camera shoots	PC1.1 Obtain camera shoot brief and interpret its specifications	9
		PC1.2 Identify and clarify with required personnel any issues in relation to specifications, parameters and constraints in brief	9
		PC1.3 Source and evaluate additional information applicable to brief where required	9
	2. Prepare for camera shoots	PC2.1 Select camera systems, accessories and lighting appropriate to brief	9
		PC2.2 Organise required personnel, location and other requirements for photo shoots according to brief requirements	9
		PC2.3 Plan shoots confirming that health and safety and other legal requirements are met	9
		PC2.4 Set up cameras, lighting, accessories and props according to brief requirements	9
	3. Execute the image capture process	PC3.1 Adjust and calibrate settings for camera exposure and subject lighting consistent with image capture requirements	10
		PC3.2 Capture images, considering the time-specific nature of action and the movement of subjects	10
		PC3.3 Complete the image capture process within agreed timelines	10
	4. Review images	PC4.1 Review objectives of the brief and verify that requirements have been met	11
		PC4.2 Evaluate the effectiveness of decisions about processes, techniques and outcomes with input from others	11
		PC4.3 Discuss work with required personnel and modify approach where required	11
		PC4.4 Complete work documentation where required	11
	5. Complete post shoot activities	PC5.1 Dismantle work area after use and return to original condition	11
		PC5.2 Clean and care for equipment according to manufacturer instructions	11
		PC5.3 Report damage to equipment to required personnel according to enterprise procedures	11
		PC5.4 Transport and store equipment according to workplace procedures	11
		PE1 The candidate must demonstrate the ability to complete the tasks outlined in the elements, performance criteria and foundation skills of this unit, including evidence of the ability to capture images according to at least two different project briefs	9
		PE2 interpret the brief for image capture work	9
		PE3 apply a range of image capture techniques	10
		PE4 use professional cameras and accessories to capture photo images according to the brief requirements	10

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			PE5 collaborate with required personnel to meet project brief requirements	
			PE6 organise a camera shoot from set up to pack up	9,10,11
			KE1 the candidate must be able to demonstrate knowledge to complete the tasks outlined in the elements, performance criteria and foundation skills of this unit, including knowledge of: - key features and functions of the following camera systems and appropriate accessories: - cropped sensors 35mm SLR cameras - digital cameras - flash units	12
			KE2 professional camera systems and accessories, and their operations and functions	12
			KE3 image capture techniques for the purposes described in the performance evidence	12
			KE4 capabilities of commonly used camera exposure systems	12
			KE5 procedures for using lighting to create various effects in photographic image capture	12
			KE6 styles and types of photographs and images required for common industry sectors	12
			KE7 work space requirements for photo image capture work, including those relating to selection and set-up of work space for common types of photo image capture	12
			KE8 issues that may arise in the context of photographic shoots, and protocols and processes for addressing them	12
			KE9 work health and safety and legal requirements that apply to photo imaging shoots	9
			AC1 Skills in this unit must be demonstrated in a workplace or simulated environment where the conditions are typical of those in a working environment in this industry. This includes access to: - professional cameras and accessories required in the performance evidence - photographic materials - suitable work space	11
			AC2 Assessors of this unit must satisfy the requirements for assessors in applicable vocational education and training legislation, frameworks and/or standards	6
2.	CUAWHS312 Apply work health and safety practices	1. Implement safe work practices	PC1.1 Develop and maintain own knowledge of WHS legislation, codes of practice and workplace policies and procedures	14
			PC1.2 Apply legislative requirements, safety documentation and signage to work tasks	14
			PC1.3 Comply with duty of care requirements relevant to work tasks	14
			PC1.4 Use personal protective equipment and other measures as required to prevent injury or impairment	14
			PC1.5 Use tools, equipment and materials according to safe work practices	14

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			PC1.6 Participate in WHS consultative activities	14
		2. Participate in hazard identification and risk assessment and control	PC2.1 Identify and report hazards or WHS issues in the workplace to required personnel	15
			PC2.2 Assess and control risks in line with workplace procedures	15
			PC2.3 Document risk control actions as required according to workplace procedures	15
			PC2.4 Contribute to reporting workplace WHS, hazard, accident and incident reports as required	15
		3. Follow emergency procedures	PC3.1 Report emergencies and incidents promptly to required personnel or authorities according to workplace procedures	15
			PC3.2 Respond to emergencies in line with own level of responsibility	15
			PC3.3 Implement evacuation procedures as required	15
			PE1 the candidate must demonstrate the ability to complete the tasks outlined in the elements, performance criteria and foundation skills of this unit, including evidence of the ability to: • apply work health and safety (WHS) practices on at least three occasions, including: ○ completing work tasks according to WHS legislative and workplace requirements, including: ▪ using personal protective equipment (PPE) ▪ following safety signs and symbols ▪ communicating WHS issues to required personnel ○ identifying and reporting risks to physical and mental wellbeing ○ assessing and controlling risks and documenting risk control measures ○ following procedures for responding to incidents and emergencies	14,15
			KE1 WHS rights and responsibilities as they apply to own role	14
			KE2 duty of care requirements relevant to own role	14
			KE3 typical workplace health and safety roles	14
			KE4 common safety signs and symbols	14
			KE5 procedures for reporting hazards, risks, incidents and accidents	14
			KE6 common hazards and major causes of accidents in workplace	14
			KE7 common risks to physical and mental wellbeing of self and others in the workplace	14
			KE8 risk control procedures relevant to own role	14
			KE9 evacuation procedures	14
			AC1 Skills in this unit must be demonstrated in a workplace or simulated environment where the conditions are typical of those in a working environment in this industry. This includes access to: • professional cameras and accessories required in the performance evidence • photographic materials • suitable work space	14
			AC2 Assessors of this unit must satisfy the requirements for assessors in applicable vocational education and training legislation, frameworks and/or standards	6

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3.	CUAPHI311 Develop and apply photo imaging industry knowledge	1. Source industry information	PC1.1 Seek information on structure and operation of photo imaging industry using credible sources	17
			PC1.2 Seek information on new technologies affecting photo imaging industry using credible sources	17
			PC1.3 Seek information on ethical, legal, and safe work practices that apply to photographic industry	17
			PC1.4 Seek information on business practices in photo imaging industry using credible sources	17
		2. Apply industry information	PC2.1 Collate and systematically organise information collected	18
			PC2.2. Discuss and share information about key issues affecting the photo imaging industry with others	18
			PC2.3 Assist and improve the quality of work performance through the application of gathered credible information	18
		3. Update industry knowledge	PC3.1 Identify and use opportunities to update knowledge of photo imaging industry	18
			PC3.2 Monitor current issues affecting photo imaging industry	18
			PC3.3 Establish and maintain contacts in photo imaging industry	18
			PE1 The candidate must demonstrate the ability to complete the tasks outlined in the elements, performance criteria and foundation skills of this unit, including evidence of the ability to source key industry information from three different credible sources and identify its application to daily work activities	17
			PE2 In the of the course above, the candidate must: - gather, interpret and conduct a discussion with others on issues affecting the photo imaging industry, including: - trends - work opportunities - employment conditions - industry procedures and protocols - collate, organise and store key information in an appropriate format	18
			KE1 sectors of the photo imaging industry	17
			KE2 key work areas in the industry, how they interrelate and key roles and responsibilities	17
			KE3 rights and responsibilities of employers and employees in the photo imaging industry	17
			KE4 current and emerging technologies used in the photo imaging industry	17
			KE5 protocols and ethics as required to key work areas in the industry	17
			KE6 sources of information on the photo imaging industry and different ways of maintaining current industry knowledge	17
			KE7 key work health and safety requirements as required to working in the photo imaging industry	17
			AC1 Skills in this unit must be demonstrated in a workplace or simulated environment where the conditions are typical of those in a working environment in this industry. This includes access to:	17

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			credible sources of information on: • industry structure • business practices • technologies • ethical, legal and copyright requirements	
			AC2 Assessors of this unit must satisfy the requirements for assessors in applicable vocational education and training legislation, frameworks and/or standards	6
4.	CUAPHI313 Process photo images	1. Prepare for photo image processing	1.1 Confirm photo image processing requirements from production brief	20
			1.2 Select work environment that meets requirements for image processing tasks	20
			1.3 Set up equipment and materials required for processing work	20
		2. Process images	2.1 Download required digital files	21
			2.2 Organise files, as applicable, into appropriate folders	21
			2.3 Maintain safety and cleanliness of work environment throughout all processes	21
			2.4 Document work progress according to workplace procedures	21
		3. Finalise the processing of photo images	3.1 Select appropriate source images	22
			3.2 Apply techniques required to produce analog or digital proof sheets	22
			3.3 Select images from proof sheets that match the concept or required outcome	22
			3.4 Output work-prints or display, and save on screen in required formats using enhancement techniques	22
			3.5 Finalise work within agreed timelines	22
		4. Complete post-processing activities	4.1 Clean and restore work environment to its original state	23
			4.2 Care for equipment according to manufacturer instructions	23
			4.3 Report damage to equipment to key personnel according to workplace procedures	23
			4.4 Store equipment according to workplace procedures and ensure readiness for future use	23
			PE1 The candidate must demonstrate the ability to complete the tasks outlined in the elements, performance criteria and foundation skills of this unit, including evidence of the ability to process photo images according to at least four different production brief requirements.	20,21,22
			PE2 In the course of the above, the candidate must: • prepare required work environment, equipment and materials for the task • produce proof sheets, work-prints and digital files using appropriate techniques within required timeframe • follow workplace health and safety procedures during photo processing work • check, clean and store equipment according to workplace requirements	23
			KE1 work space requirements for photo imaging	20
			KE2 capabilities of digital equipment and their applications for processing photo images	20
			KE3 characteristics of materials under different treatments and the varying effects achieved	20

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5.	CUAPHI412 Apply photo imaging lighting techniques		KE4 common enhancement techniques used to improve the quality of photographic prints	20
			KE5 work health and safety requirements for photo imaging work	20
			AC1 Skills in this unit must be demonstrated in a workplace or simulated environment where the conditions are typical of those in a working environment in this industry. This includes access to: materials, resources and equipment needed to process and enhance analog or digital photo images	20
			AC2 Assessors of this unit must satisfy the requirements for assessors in applicable vocational education and training legislation, frameworks and/or standards.	6
		1. Set up lighting for photo shoot	PC1.1 Confirm required lighting characteristics with required personnel	24
			PC1.2 Select lighting equipment and accessories appropriate to purpose of required images	24
			PC1.3 Determine work environment needs and select required camera systems and accessories	24
			PC1.4 Assemble camera and lighting systems according to production requirements	24
			PC1.5 Minimise waste and use equipment and materials safely	24
		2. Light subjects	PC2.1 Position models and props according to photo shoot requirements	25
			PC2.2 Create required effects by testing and modifying lighting techniques	25
			PC2.3 Adjust and calibrate camera settings according to lighting specifications	25
			PC2.4 Collaborate with required personnel when assessing photo shoot timelines	25
		3. Capture images	PC3.1 Use required camera features and lighting techniques to shoot photos	25
			PC3.2 Review images and collaborate with required personnel when ensuring lighting quality	25
			PC3.3 Complete work documentation where required	25
		4. Complete post-shoot activities	PC4.1 Reinstate equipment and shoot site to original condition according to manufacturer standards	26
			PC4.2 Report damage to equipment to required personnel according to enterprise procedures	26
			PC4.3 Transport and store equipment according to workplace procedures	26
			PE1 The candidate must demonstrate the ability to complete the tasks outlined in the elements, performance criteria and foundation skills of this unit, including evidence of the ability to apply photo imaging lighting techniques to at least two different project requirements	24,25,26
			PE2 In the course of the above, the candidate must: • set up and use appropriate lighting techniques with a range of subjects in different physical environments that include studios and natural light environments • select and use appropriate camera and lighting equipment and accessories for various photo shoots that include portraits • test a range of lighting techniques to achieve varying effects in photo imaging	25
			KE1 operation and functions of a range of professional lighting equipment and accessories that include dedicated flash units	25
			KE2 set up and effects of a range of lighting techniques used in professional photo imaging	25

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6.	CUAPHI403 Enhance, manipulate and output photo images		KE3 ways to adjust camera settings for lighting	25
			KE4 technology used to generate, harness and use lighting in photo imaging work	25
			KE5 work health and safety considerations for the use of lighting and equipment in photo imaging contexts	25
			KE6 end of shoot procedures	26
			AC1 Assessment must be conducted in a safe environment where evidence gathered demonstrates consistent performance of typical activities experienced in creative arts industry environments. The assessment environment must include access to: - a range of professional lighting equipment and accessories - a professional camera and accessories - photographic materials - suitable subjects, models and props	24,26
			AC2 Assessors of this unit must satisfy the requirements for assessors in applicable vocational educational and training legislation, frameworks and/or standards	6
		1. Plan image output	PC1.1 Clarify and confirm concept for final images in consultation with relevant personnel	28
			PC1.2 Identify and select work prints or files and check that they are consistent with concept or brief	28
			PC1.3 Assess qualities and characteristics of work prints or files suitable for enhancement and manipulation	28
			PC1.4 Confirm output strategies, and materials and equipment needed to produce required image	28
		2. Prepare for analog or digital work	PC2.1 Select darkroom or digital work environment to meet project requirements	28
			PC2.2 Maintain clean and safe work environment during production of work	28
			PC2.3 Set up relevant equipment safely and prepare materials for work	28
		3. Enhance and manipulate images	PC3.1 Select techniques for image enhancement and manipulation consistent with concept, testing processes and purpose of work to produce optimal quality images	29
			PC3.2 Identify screen-based issues for consideration where appropriate	29
			PC3.3 Apply selected techniques to images	29
		4. Output images	PC4.1 Select appropriate materials and equipment for output option	30
			PC4.2 Produce output image by digital or analog means, and confirm that image meets project requirements with relevant personnel	30
			PC4.3 Confirm that privacy, intellectual property and other relevant legal requirements are met	30
		5. Complete post-shoot activities	PC5.1 Restore work area to original condition, disposing of waste safely	30
			PC5.2 Clean and care for equipment according to manufacturer instructions	30
			PC5.3 Store equipment according to workplace procedures	30
			PE1 Plans, selects and uses processes and outputting options to suit the job requirements and in accordance with workplace procedures.	28

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			PE2 Produce a body of images that demonstrates command of enhancement and manipulation techniques	29
			PE3 Clean work areas and check and store equipment according to workplace requirements	30
			KE1 outline the features of prints or files that can be enhanced or manipulated	28,31
			KE2 describe common techniques for enhancing and manipulating images	29,31
			KE3 describe a range of output equipment and materials that can be used in analog, digital or other print technologies	30,31
			KE4 outline a range of output options	31
			KE5 summarise work health and safety procedures for using darkroom equipment and materials and/ or using screens and keyboards for extended periods of time	31
			KE6 outline intellectual property and other legislation relevant to image enhancement, manipulation and output	31
			AC1 Assessment must be conducted in a safe environment where evidence gathered demonstrates consistent performance of typical activities experienced in creative arts industry environments. The assessment environment must include access to photo imaging materials, tools and equipment	28,30
			AC2 Assessors of this unit must satisfy the requirements for assessors in applicable vocational educational and training legislation, frameworks and/or standards	6
7.	CUAPPR403 Store and maintain finished creative work	1. Assess finished works for storage	PC1.1 Determine criteria for selecting finished works to be stored	33
			PC1.2 Select works for storage based on established criteria	33
			PC1.3 Assess storage needs of selected works, taking into account their condition and nature	33
		2. Organise storage of finished works	PC2.1 Identify and select suitable storage and appropriate protective materials and conditions for safe and sustainable storage	33
			PC2.2 Ensure that required procedures are followed to prepare works for storage	33
			PC2.3 Ensure that works are safely stored in allocated or selected storage spaces	33
		3. Maintain stored works	PC3.1 Maintain accurate and complete records of stored finished work	34
			PC3.2 Protect confidential information and adhere to copyright requirements in the storage of records	34
			PC3.3 Monitor and review condition of work in storage according to its specific requirements	34
			PC3.4 Adjust storage arrangements promptly as required	34
			PE1 select finished creative works for storage according to established criteria	
			PE2 decide on best form of storage, given the condition of specific works	33
			PE3 organise the safe and sustainable preparation and storage of finished works in line with required protective materials and procedures	33
			PE4 maintain stored works in a manner consistent with archival principles and values	34
			PE5 anticipate and respond to issues affecting the storage of finished works	33,34
			KE1 explain archival principles and values	35

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8.	<u>CUAACD411 Integrate colour theory and design processes</u>		KE2 discuss physical properties and capabilities of a range of materials suitable for protecting and storing work in the relevant area of creative practice	35
			KE3 explain work health and safety (WHS) procedures for storing and maintaining finished works, including safe manual handling techniques	35
			KE4 outline the following requirements for preparing and storing creative works:	35
			KE5 materials required to prepare works for storage	35
			KE6 protocols for recording and registering stored work, including ethical considerations	35
			KE7 recordkeeping systems appropriate for storage and retrieval of creative works, including key features of suitable archiving software	35
			AC1 Assessment must be conducted in a safe environment where evidence gathered demonstrates consistent performance of typical activities experienced in creative arts industry environments. The assessment environment must include access to areas suitable for storage of finished work	33,34
			AC2 Assessors of this unit must satisfy the requirements for assessors in applicable vocational educational and training legislation, frameworks and/or standard	6
		1. Research information on colour theory and design processes	PC1.1 Identify and access different sources of information on colour theory and design processes	37
			PC1.2 Research historical and contemporary approaches to colour and design in the context of a work project	37
			PC1.3 Evaluate information and determine how colour theory and design may be integrated into the design process	37
			PC1.4 Consider intellectual property and other legislative requirements applicable to design processes	37
			PC1.5 Select materials, tools and equipment required to combine colour theory and design processes	37
		2. Communicate ideas through the application of colour and design theory	PC2.1 Experiment with selected materials, tools and equipment and determine different ways in which colour theory and design processes may be integrated	38
			PC2.2 Explore and develop new ideas through process of experimentation	38
			PC2.3 Communicate ideas with the elements and principles of design and different aspects of colour	38
		3. Evaluate design work	PC3.1 Seek feedback on own application of design process and success in communicating concepts from required personnel	38
			PC3.2 Identify areas for future improvement, especially in terms of own skill development	38
			PC3.3 Discuss completed work with others and respond positively to feedback	38
			PE1 The candidate must demonstrate the ability to complete the tasks outlined in the elements, performance criteria and foundation skills of this unit, including evidence of the ability to integrate colour theory and design processes to communicate ideas for at least two different projects	37,38
			PE2 In the course of the above, the candidate must:	37,38

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			- research colour theory and the design process and analyse findings - identify at least one strategy from work evaluation to improve on future skill development	
			KE1 How differences in individual perception and choice within the design process influences final outcomes	39
			KE2 effects of rigid application of colour theory to design processes and project outcomes	39
			KE3 ways in which colour theory and design processes can be explored and combined to meet the needs of a project	39
			KE4 materials, tools and equipment required to produce samples that integrate colour theory and design processes	39
			KE5 how other artists and designers have applied colour theory and design processes to their work	39
			KE6 intellectual property requirements and legislation associated with integrating colour theory and design processes and their impact on aspects of design	39
			AC1 Skills in this unit must be demonstrated in a workplace or simulated environment where the conditions are typical of those in a working environment in this industry. This includes access to tools, materials and equipment used in the design process in the relevant context information sources	37
			AC2 Assessors of this unit must satisfy the requirements for assessors in applicable vocational educational and training legislation, frameworks and/or standards	6
	9. CUARES403 Research history and theory to inform own arts practice	1. Research history and theory	PC1.1 Discuss research ideas with appropriate people and identify implications for own arts practice	40
			PC1.2 Identify and investigate new and alternative information sources for relevance to own arts practice	40
			PC1.3 Use formal and informal research techniques to access information	40
			PC1.4 Organise research materials and findings for current and future use	40
		2. Link research to own arts practice	PC2.1 Evaluate information in context of own arts practice and work of others	40
			PC2.2 Assess ways in which different aspects of history and theory may be used, adapted and challenged	40
			PC2.3 Extract key themes, ideas and opinions to assist in clarity of thought	40
			PC2.4 Develop conclusions from research findings in consultation with appropriate people	40
		3. Update and maintain knowledge of trends in own arts practice	PC3.1 Identify and use opportunities to update and expand own knowledge of history and theory	41
			PC3.2 Incorporate knowledge into own arts practice	41
			PC3.3 Seek feedback on quality of research methodology and outcomes, and note areas for future improvement	41
			PE1 use research and critical thinking techniques to evaluate theoretical and historical information and distil key themes and ideas	40,41
			PE2 organise research materials and outcomes for application to own arts practice	40,41

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10	CUACMP311 Implement copyright arrangements		PE3 use discussion with others to inform research ideas and methodology	40
			PE4 identify and use opportunities to update knowledge information	40,41
			KE1 identify sources of information about history and theory relating to own arts practice and the work of others	42
			KE2 explain formal and informal research techniques	42
			KE3 outline how information can be organised so that it can be easily accessed and applied to own arts practice	42
			AC1 Assessment must be conducted in a safe environment where evidence gathered demonstrates consistent performance of typical activities experienced in creative arts industry environments. The assessment environment must include access to a range of relevant and current information services opportunities for discussion and feedback	40
			AC2 Assessors of this unit must satisfy the requirements for assessors in applicable vocational educational and training legislation, frameworks and/or standards	6
		1. Source information on copyright	PC1.1 Identify sources of information on copyright, to determine what is and what is not protected by copyright	43
			PC1.2 Identify the role of copyright collecting societies	43
			PC1.3 Identify and discuss copyright laws and regulations with relevant personnel	43
		2. Obtain permission to use copyright material	PC2.1 Identify copyright owner's exclusive rights to creative works	44
			PC2.2 Determine need for copyright clearance and identify potential for use of copyright material in accordance with laws and regulations that govern copyright in Australia	44
			PC2.3 Discuss and confirm copyright clearance issues with relevant personnel	44
			PC2.4 Determine if moral rights or performer's rights need to be credited	44
			PC2.5 Obtain and record copyright clearance permissions in accordance with organisational requirements	44
		3. Protect material from unauthorised use	PC3.1 Confirm original work as being the result of individual or collaborative effort	44
			PC3.2 Discuss and formally record copyright ownership or proportional ownership with relevant personnel	44
			PC3.3 Identify and confirm individual or collaborative copyright responsibilities	44
			PC3.4 Identify potential infringements to copyright claims	44
			PC3.5 Apply copyright notices on creative works in accordance with legal obligations and workplace policies and procedures	44
			PC3.6 Prepare, date and store documentation to track copyright notices	44
			PE1 source information and seek assistance to organise copyright permission and clearance for creative works	43
			PE2 apply copyright notices on creative works in accordance with legal obligations and workplace policies and procedures	44
			PE3 communicate with copyright collecting societies	44
			PE4 recognise infringements of copyright	46

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			PE5 document and store copyright clearances claims and notices in accordance with legal obligations and workplace policies and procedures	44
			KE1 key concepts of exclusive rights, fair use, moral rights and performer's rights	43
			KE2 procedures to determine copyright ownership	43
			KE3 sources of copyright information	43
			KE4 digital content copyright and common sources of infringement	44
			KE5 Australian organisations responsible for holding copyright collections and their roles and responsibilities	43
			KE6 key features of laws and regulations that govern copyright in Australia	43
			AC1 Skills in this unit must be demonstrated in a workplace or simulated environment where the conditions are typical of those in a creative arts working environment or workplace. This includes access to: - information sources on definitions, laws and regulations about copyright - interaction with others	43,44
			AC2 Assessors of this unit must satisfy the requirements for assessors in applicable vocational educational and training legislation, frameworks and/or standards	6
	11. CUACMP511 Manage copyright arrangements	1. Protect original works locally and internationally	PC1.1 Confirm original work is protected at local and international levels against illegal or unauthorised reproduction	45
			PC1.2 Confirm original work is protected at local and international levels against adaptations	45
			PC1.3 Confirm original work is protected at local and international levels against unauthorised communications	45
			PC1.4 Research and/or obtain reliable legal advice to ensure artists' or copyright owners' rights are protected	45
		2. Assign copyright of original works	PC2.1 Plan to negotiate agreements for original work	46
			PC2.2 Check implications for assigning copyright are understood by relevant parties	46
			PC2.3 Assign copyright to new owner according to legislative requirements	46
			PC2.4 Confirm with relevant parties the extent of artists' or publishers' control over the use of original work under assignment of copyright	46
			PC2.5 Record terms of assignment of copyright in a formal contract signed by relevant parties in accordance with legal obligations and organisational policies and procedures	46
		3. License rights to original works	PC3.1 Confirm and agree to jurisdictions in which licensing rights may be exercised with relevant parties	46
			PC3.2 Confirm and agree to the timeframe of the licence with relevant parties	46
			PC3.3 Confirm and agree to the terms of use of the original work or licence with relevant parties	46
			PC3.4 Confirm and agree on creative control of the original work with relevant parties	46
			PC3.5 Negotiate fees relevant to the context of the agreement with relevant parties	46
			PC3.6 Confirm and agree on responsibility for enforcing copyright against infringement	46

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			PC3.7 Confirm and agree terms with copyright collecting societies	46
			PC3.8 Record terms relating to licensing agreement in a formal contract signed by relevant parties in accordance with legal obligations and organisational policies and procedures	46
		4. Maintain copyright documentation	PC4.1 Store copyright documentation in a secure and accessible form for retrieval in accordance with organisational procedures	47
			PC4.2 Identify and confirm responsibility to comply with conditions of copyright agreement	47
			PE1 confirm, by seeking advice, that original works have exclusive rights and are protected nationally and internationally	43,45
			PE2 research potential for the commercial use of original works	43
			PE3 negotiate and assign rights of a creative work to a third party, made formal by contract	46
			PE4 negotiate and agree to licencing rights of a creative work to a third party, made formal by contract	45
			PE5 maintain copyright documentation, in accordance with legal obligations and workplace policies and procedures	46
			KE1 difference between assignment and licensing of copyright	46
			KE2 process to determine whether original works are protected nationally and internationally	45
			KE3 key procedures to determine exclusive copyright ownership	43
			KE4 role of Australian copyright collection organisations in securing copyright	46
			KE5 Australian laws and regulations for assigning copyright	46
			AC1 Skills in this unit must be demonstrated in a workplace or simulated environment where the conditions are typical of those in a creative arts working environment or workplace. This includes access to: - sources of legal advice - copyright, intellectual property and licensing information and legislation	43,45
			AC2 Assessors of this unit must satisfy the requirements for assessors in applicable vocational educational and training legislation, frameworks and/or standards	6
12.	BSBPEF301 Organise personal work priorities	1. Organise and complete own work schedule	PC1.1 Develop work goals and key performance indicators (KPIs) according to task and organisational requirements	48
			PC1.2 Prioritise workload according to task timeframes	48
			PC1.3 Identify factors affecting achievement of work objectives	48
			PC1.4 Develop personal work plans	48
		2. Evaluate own work performance	PC2.1 Identify variations between expected and actual work performance according to task requirements and KPIs	49
			PC2.2 Report variations to relevant personnel	49
			PC2.3 Seek feedback from relevant personnel for solutions to minimise variations in expected and actual work outputs	49
			PC2.4 Research sources of stress and access appropriate supports according to organisational policies and procedures	49

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13	3. Coordinate personal skill development and learning	PC3.1 Identify personal and professional development needs for job role	49
		PC3.2 Identify opportunities to undertake personal skill development activities in consultation with supervisor	49
		PC3.3 Access professional development opportunities	49
		PC3.4 Record professional development undertaken for continuous learning and career development process	49
		PC3.5 Incorporate feedback into review of further learning needs	49
		PE1 The candidate must demonstrate the ability to complete the tasks outlined in the elements, performance criteria and foundation skills of this unit, including evidence of the ability to prepare and implement a personal work plan	48
		PE2 In the course of the above, the candidate must: • prepare a work plan according to organisational requirements and work objectives • use technology to schedule, prioritise and monitor completion of tasks in a work plan • assess and prioritise own work tasks and address contingencies • monitor and assess personal performance against job role requirements by seeking feedback from relevant personnel • identify personal development needs and access, complete and record skill development and learning	48,49,50
		KE1 organisational policies and procedures relevant to work tasks	48
		KE2 goals, objectives and key performance indicators for task within scope of job role	48
		KE3 methods to elicit, analyse and interpret feedback when communicating with other people in the workplace	49
		KE4 content of work plans including: • timeframes • tasks requirements • risks • contingencies for identified risks	48
		KE5 types of personal learning and professional development requirements	48
		KE6 principles and techniques of goal setting, measuring performance and time management	48
		KE7 signs and sources of stress and strategies to deal with stress in the workplace	49
		KE8 methods to identify and prioritise personal learning needs	48
		AC1 Skills in this unit must be demonstrated in a workplace or simulated environment where the conditions are typical of those in a working environment in this industry. This includes access to challenges and situations to demonstrate application of performance evidence	48
		AC2 Assessors of this unit must satisfy the requirements for assessors in applicable vocational education and training legislation, frameworks and/or standards	6
		PC1.1 Identify task requirements	48

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<u>BSBPEF402 Develop personal work priorities</u>	1. Plan personal work schedule	PC1.2 Identify own accountabilities in line with task requirements	48
		PC1.3 Assess barriers for performance of personal accountabilities	48
		PC1.4 Develop a personal work schedule	48
	2. Implement personal work schedule	PC2.1 Communicate personal work schedule to relevant personnel	48
		PC2.2 Monitor own performance according to personal work schedule	48
		PC2.3 Document variations between expected and actual work performance according to task requirements and communicate to relevant personnel	48
	3. Review personal work priorities	PC3.1 Seek and evaluate feedback from relevant stakeholders on own work performance	49
		PC3.2 Analyse variations between expected and actual work performance	49
		PC3.3 Update personal work schedule according to internal and external feedback and changes in circumstances	49
		PE1 The candidate must demonstrate the ability to complete the tasks outlined in the elements, performance criteria and foundation skills of this unit, including evidence of the ability to develop, implement and review one personal work schedule	48—49
		PE2 In the course of the above, the candidate must: • identify personal responsibilities and barriers to their fulfilment according to task requirements • prepare a personal work schedule • communicate work schedule to relevant personnel • monitor personal work performance to identify variations between expected and actual work performance • review own work performance against workgroup objectives through self-assessment and seeking and acting on feedback from internal and external stakeholders	48—49
		KE1 content of work plans including: • resource requirements • stakeholder needs • workgroup targets	49
		KE2 business technology applications to schedule tasks and plan work	48
		KE3 methods of personal work performance review including: • self-assessment • feedback from others	49
		KE4 techniques to prepare personal plans and establish priorities	48
		KE5 methods to elicit, analyse and interpret feedback	49
		AC1 Skills in this unit must be demonstrated in a workplace or simulated environment where the conditions are typical of those in a working environment in this industry. This includes access to challenges and situations to demonstrate the application of performance evidence	48

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			AC2 Assessors of this unit must satisfy the requirements for assessors in applicable vocational education and training legislation, frameworks and/or standards	6
14.	CUADIG303 Produce and prepare photo images	1. Use scanner to capture photo images	PC1.1 Source and identify appropriate photographic images according to requirements of photographic project brief	52
			PC1.2 Discuss selection of images with relevant personnel, and check compliance with copyright conditions	52
			PC1.3 Assess scanner features to confirm quality outcomes will meet brief requirements	52
			PC1.4 Operate scanner according to manufacturer's specifications	52
			PC1.5 Use appropriate scanner settings to ensure image output meets production requirements	52
			PC1.6 Transfer and store photographic image files to a computer using standard naming conventions	52
		2. Use digital camera to create photo images	PC2.1 Clarify photographic project brief with relevant personnel	52
			PC2.2 Assess digital camera features to ensure outcome will meet requirements of brief	52
			PC2.3 Plan camera shots, taking into account lighting, framing, composition and other relevant factors	52
			PC2.4 Load and operate digital camera according to manufacturer's specifications	52
			PC2.5 Consider digital camera focus, exposure and shutter speed to ensure image capture meets production requirements	52
			PC2.6 Check photographic images meet brief requirements	52
			PC2.7 Transfer and store photographic image files to a computer using standard naming conventions	52
		3. Edit photo images	PC3.1 Load digital imaging software and import photo image source files	53
			PC3.2 Adopt safe ergonomic practices when using screens and keyboards for extended periods of time	53
			PC3.3 Manipulate and save digital images using designated digital imaging software	53
			PC3.4 Create photo images that incorporate visual design and communication principles	53
			PC3.5 Evaluate outcome for visual impact, effectiveness and fitness for purpose	53
			PC3.6 Confirm images meet project requirements with relevant personnel	53
		4. Prepare photo image assets	PC4.1 Save files in appropriate output format to meet platform requirements	54
			PC4.2 Assign metadata tags if required	54
			PC4.3 Group files logically in a folder system using standard naming conventions	54
			PC4.4 Store files in share drive or repository for production team access	54
			PE1 use a scanner and digital camera to capture images that satisfy project briefs	52,53
			PE2 use digital imaging software and techniques, design and communication principles to produce images that meet project requirements	52,53
			PE3 save and store files according to requirements	52,54

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			KE1 describe the features of a digital camera that are essential for creating images to the required standard	54
			KE2 outline the basic techniques used to compose camera shots	55
			KE3 explain how visual design and communication principles are relevant to photography	55
			KE4 explain safe work practices in relation to working on computers for periods of time	55
			KE5 explain the procedure for checking copyright clearance	44
			AC1 Assessment must be conducted in a safe environment where evidence gathered demonstrates consistent performance of typical activities experienced in creative arts industry environments. The assessment environment must include access to: - a scanner and digital camera - digital imaging software - project briefs - information or manuals about operating equipment	52,53
			AC2 Assessors of this unit must satisfy the requirements for assessors in applicable vocational educational and training legislation, frameworks and/or standards	6
		15. CUAPPR415 Develop and discuss ideas for own creative work	1. Research ideas for own creative work	
			PC1.1 Identify and source information supporting idea development for creative work	56
			PC1.2 Analyse information in context of current and future work	56
			PC1.3 Identify copyright and intellectual property requirements	56
			2. Generate ideas for own creative work	
			PC2.1 Develop different, innovative and creative ideas based on nature of own creative practice	57
			PC2.2 Analyse and integrate researched ideas	57
			PC2.3 Identify possible constraints on own ideas	57
			PC2.4 Select ideas based on research, analysis and required constraints	57
			3. Discuss ideas with others	
			PC3.1 Identify others and seek input into ideas	57
			PC3.2 Present key information on own ideas and their development	57
			PC3.3 Facilitate discussion, debate and critical analysis of ideas	57
			4. Adjust and refine ideas for own creative work	
			PC4.1 Analyse views and others contribution	58
			PC4.2 Develop own ideas based on personal aspirations and goals	58
			PC4.3 Incorporate copyright and intellectual property requirements as required	58
			PC4.4 Refine own ideas based on analysis and interactions with others	58
			PE1 The candidate must demonstrate the ability to complete the tasks outlined in the elements, performance criteria and foundation skills of this unit, including evidence of the ability to generate at least three ideas for creative work using research and analysis	56,57,58
			PE2 In the course of the above, the candidate must: - identify potential ideas for creative work and draw links with own work - progress own work using ideas from research, analysis, and consider required constraints - present own ideas and challenge ideas in a discussion with others	57,58

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			analyse discussion outcomes and refine own ideas	
			KE1 historical and contemporary sources of information for idea development in chosen practice area	56
			KE2 communication techniques facilitating productive discussions for creative work	57
			KE3 collaboration techniques relating to creative practice	57
			KE4 copyright and intellectual property issues affecting idea development of own creative work	58
			AC1 Skills in this unit must be demonstrated in a workplace or simulated environment where the conditions are typical of those in a working environment in this industry. This includes access to interaction with others	56
			AC2 Assessors of this unit must satisfy the requirements for assessors in applicable vocational educational and training legislation, frameworks and/or standards	6

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