

RPL Application Form

CERTIFICATE IV IN MAKEUP (CUF 40203)

Date ____/____/____

PERSONAL DETAILS

Surname: _____

Given Name(s): _____

Student ID No: *(if enrolled)* _____

Residential Address: _____

Suburb: _____ State _____ Pcode: _____

Hm Tel: _____ Wk Tel: _____ Mob: _____

Email: _____

D.O.B: ____/____/____ What is your Gender? Male Female

PLEASE TICKS ELEMENTS FOR WHICH YOU WISH TO APPLY FOR RPL:

(CUFGEN01A) DEVELOP AND APPLY INDUSTRY KNOWLEDGE

- CUFGEN01A/01 Seek information on the structure and operation of the industry
- CUFGEN01A/02 Seek information on industry employment obligations and opportunities
- CUFGEN01A/03 Seek information on new technology
- CUFGEN01A/04 Update industry knowledge

(CUFMUP03A) MAINTAIN MAKE-UP CONTINUITY

- CUFMUP03A/01 Maintain appearance of performer for continuity
- CUFMUP03A/02 Maintain condition of make-up and/or hair for continuity
- CUFMUP03A/03 Advise of make-up and/or hair continuity during shooting

(CUFMUP02A) DESIGN, APPLY AND REMOVE MAKE-UP

- CUFMUP02A/01 Determine make-up requirements
- CUFMUP02A/02 Prepare to apply make-up
- CUFMUP02A/03 Apply and maintain make-up
- CUFMUP02A/04 Remove make-up

(CUFPOP02A) BREAKDOWN A SCRIPT

- CUFPOP02A/01 Identify requirements from script
- CUFPOP02A/02 Prepare and present estimates
- CUFPOP02A/03 Prepare a schedule of resources from the break down

(CUSRAD02A) CONDUCT RESEARCH

- CUSRAD02A/01 Clarify and confirm purpose of research
- CUSRAD02A/02 Identify and access sources of information
- CUSRAD02A/03 Analyse research findings
- CUSRAD02A/04 Provide information in appropriate format

(CUEMUP2A) DESIGN, APPLY AND REMOVE PERIOD MAKE-UP

- CUEMUP2A/01 Determine period make-up requirements
- CUEMUP2A/02 Prepare to apply period make-up
- CUEMUP2A/03 Apply period make-up
- CUEMUP2A/04 Maintain period make-up
- CUEMUP2A/05 Remove period make-up

(CUEMUP5A) DRESS (STYLE) WIGS

- CUEMUP5A/01 Determine requirements for dressing hair
- CUEMUP5A/02 Create hair designs

(CUEMUP6A) DRESS HAIR FOR A PERFORMANCE OR PRODUCTION

- CUEMUP6A/01 Conduct and evaluate research
- CUEMUP6A/02 Consult with performer/ director or costume designer on any specific characteristics and discuss finished hair design
- CUEMUP6A/03 Create current and period hair designs

(CUECOR2A) WORK WITH OTHERS

- CUECOR2A/01 Participate in the work/group process
- CUECOR2A/02 Contribute to the flow of information and ideas
- CUECOR2A/03 Deal effectively with issues, problems and conflicts

(CUSGEN02A) WORK IN A CULTURALLY DIVERSE ENVIRONMENT

- CUSGEN02A/01 Communicate with individuals from diverse backgrounds
- CUSGEN02A/02 Consult with workplace, stakeholder and community groups, where relevant

(CUFSAF01A) FOLLOW HEALTH, SAFETY AND SECURITY PROCEDURES

- CUFSAF01A/01 Follow workplace procedures on health, safety and security
- CUFSAF01A/02 Deal with emergency situations
- CUFSAF01A/03 Maintain personal safety standards
- CUFSAF01A/04 Provide feedback on health, safety and security

(CUSADM02A) COORDINATE THE PURCHASE OR HIRE OF EQUIPMENT/SUPPLIES

- CUSADM02A/01 Identify resources required
- CUSADM02A/02 Investigate sources for purchase or hire of specialist supplies
- CUSADM02A/03 Select and acquire materials/items
- CUSADM02A/04 Coordinate the availability of materials/items

EXAMPLES OF EVIDENCE MAY INLCUDE: *The following are examples only.*

**(CUFGEN01A) DEVELOP AND APPLY
INDUSTRY KNOWLEDGE**

CUFGEN01A/01 Seek information on the structure and operation of the industry

Schedules
Diary entries
Email correspondence
References from supervisor/peers
Letters of support/appreciation
Drawings/plans you have created
Assessment tools you may have used
Role plays
Budgets/costing sheets etc
Department documents
Standards used
Booking sheets
Workplace evidence
Confidential documents / privacy
Scripts
Records
Team projects (outlining your roles)
Notation's made on documents
Minutes of meetings (that involve you doing an action with a result) and Agendas
Bookkeeping/other financial records you have set up/maintain
Video recordings / photographs of you undertaking activities
Personal statements written by you about you (opportunity to explain in detail your activities, explain planning process, decision making, outcomes etc)
Letter/s of validation
Samples of work
Team meeting notes
Training needs analysis/goals/session plan
Evaluation forms
Forums/meetings/conferences/seminars you have helped organise
Brochures/Flyers you have produced
Schedules
Diary entries
Email correspondence
References from supervisor/peers
Letters of support/appreciation

CUFGEN01A/02 Seek information on industry employment obligations and opportunities

Video recordings / photographs of you undertaking activities
Personal statements written by you about you (opportunity to explain in detail your activities, explain planning process, decision making, outcomes etc)

	<p>Letter/s of validation Samples of work Team meeting notes Training needs analysis/goals/session plan Evaluation forms Forums/meetings/conferences/seminars you have helped organise Brochures/Flyers you have produced Team projects (outlining your roles) Notation's made on documents Minutes of meetings (that involve you doing an action with a result) and Agendas Bookkeeping/other financial records you have set up/maintain Schedules Diary entries Email correspondence References from supervisor/peers Letters of support/appreciation</p>
CUFGEN01A/03 Seek information on new technology	<p>Video recordings / photographs of you undertaking activities Personal statements written by you about you (opportunity to explain in detail your activities, explain planning process, decision making, outcomes etc) Letter/s of validation Samples of work Team meeting notes Training needs analysis/goals/session plan Evaluation forms Forums/meetings/conferences/seminars you have helped organise Brochures/Flyers you have produced Team projects (outlining your roles) Notation's made on documents Minutes of meetings (that involve you doing an action with a result) and Agendas Bookkeeping/other financial records you have set up/maintain Schedules Diary entries Email correspondence Portfolio of work References from supervisor/peers Letters of support/appreciation</p>
CUFGEN01A/04 Update industry knowledge	Drawings/plans you have created

	<p>Schedules Diary entries Email correspondence References from supervisor/peers Letters of support/appreciation Assessment tools you may have used Role plays Budgets/costing sheets etc Department documents Standards used Booking sheets Workplace evidence Confidential documents / privacy Scripts Records Team projects (outlining your roles) Notation's made on documents Minutes of meetings (that involve you doing an action with a result) and Agendas Bookkeeping/other financial records you have set up/maintain Video recordings / photographs of you undertaking activities Personal statements written by you about you (opportunity to explain in detail your activities, explain planning process, decision making, outcomes etc) Letter/s of validation Samples of work Team meeting notes Training needs analysis/goals/session plan Evaluation forms Forums/meetings/conferences/seminars you have helped organise Brochures/Flyers you have produced Portfolio of work</p>
(CUFMU03A) MAINTAIN MAKE-UP CONTINUITY	
CUFMU03A/01 Maintain appearance of performer for continuity	<p>Video recordings / photographs of you undertaking activities Personal statements written by you about you (opportunity to explain in detail your activities, explain planning process, decision making, outcomes etc) Letter/s of validation Samples of work</p>

	<p>Portfolio of work Industry credits including short films, promotional DVDs, feature films, film clips Resume, Curriculum Vitae Job/Position Description Certificates/Qualifications Statements of Attainment</p>
CUFMUP03A/02 Maintain condition of make-up and/or hair for continuity	<p>Video recordings / photographs of you undertaking activities Personal statements written by you about you (opportunity to explain in detail your activities, explain planning process, decision making, outcomes etc) Letter/s of validation Samples of work Portfolio of work Industry credits including short films, promotional DVDs, feature films, film clips Resume, Curriculum Vitae Job/Position Description Certificates/Qualifications Statements of Attainment</p>
CUFMUP03A/03 Advise of make-up and/or hair continuity during shooting	<p>Video recordings / photographs of you undertaking activities Personal statements written by you about you (opportunity to explain in detail your activities, explain planning process, decision making, outcomes etc) Letter/s of validation Samples of work Portfolio of work Industry credits including short films, promotional DVDs, feature films, film clips Resume, Curriculum Vitae Job/Position Description Certificates/Qualifications Statements of Attainment</p>
(CUFMUP02A) DESIGN, APPLY AND REMOVE MAKE-UP	
CUFMUP02A/01 Determine make-up requirements	<p>Video recordings / photographs of you undertaking activities Personal statements written by you about you (opportunity to explain in detail your activities, explain planning process, decision making,</p>

	<p>outcomes etc) Letter/s of validation Samples of work Portfolio of work Industry credits including short films, promotional DVDs, feature films, film clips Resume, Curriculum Vitae Job/Position Description Certificates/Qualifications Statements of Attainment</p>
CUFMUP02A/02 Prepare to apply make-up	<p>Video recordings / photographs of you undertaking activities Personal statements written by you about you (opportunity to explain in detail your activities, explain planning process, decision making, outcomes etc) Letter/s of validation Samples of work Portfolio of work Industry credits including short films, promotional DVDs, feature films, film clips Resume, Curriculum Vitae Job/Position Description Certificates/Qualifications Statements of Attainment</p>
CUFMUP02A/03 Apply and maintain make-up	<p>Video recordings / photographs of you undertaking activities Personal statements written by you about you (opportunity to explain in detail your activities, explain planning process, decision making, outcomes etc) Letter/s of validation Samples of work Portfolio of work Industry credits including short films, promotional DVDs, feature films, film clips Resume, Curriculum Vitae Job/Position Description Certificates/Qualifications Statements of Attainment</p>
CUFMUP02A/04 Remove make-up	<p>Video recordings / photographs of you undertaking activities Personal statements written by you about you (opportunity to explain in detail your activities, explain planning process, decision making,</p>

	<p>outcomes etc) Letter/s of validation Samples of work Portfolio of work Industry credits including short films, promotional DVDs, feature films, film clips</p>
(CUFPOP02A) BREAKDOWN A SCRIPT	
CUFPOP02A/01 Identify requirements from script	<p>Video recordings / photographs of you undertaking activities Personal statements written by you about you (opportunity to explain in detail your activities, explain planning process, decision making, outcomes etc) Letter/s of validation Samples of work Portfolio of work Industry credits including short films, promotional DVDs, feature films, film clips Resume, Curriculum Vitae Job/Position Description Certificates/Qualifications Statements of Attainment</p>
CUFPOP02A/02 Prepare and present estimates	<p>Minutes of meetings (that involve you doing an action with a result) and Agendas Video recordings / photographs of you undertaking activities Personal statements written by you about you (opportunity to explain in detail your activities, explain planning process, decision making, outcomes etc) Letter/s of validation Samples of work Portfolio of work Industry credits including short films, promotional DVDs, feature films, film clips Scripts Records Team meeting notes Department documents Standards used Booking sheets Workplace evidence References from supervisor/peers Letters of support/appreciation Completed job cards</p>

	<p>Drawings/plans you have created Resume, Curriculum Vitae Job/Position Description Certificates/Qualifications Statements of Attainment</p>
<p>CUFPOP02A/03 Prepare a schedule of resources from the break down</p>	<p>Minutes of meetings (that involve you doing an action with a result) and Agendas Video recordings / photographs of you undertaking activities Personal statements written by you about you (opportunity to explain in detail your activities, explain planning process, decision making, outcomes etc) Letter/s of validation Samples of work Portfolio of work Industry credits including short films, promotional DVDs, feature films, film clips Scripts Records Team meeting notes Department documents Standards used Booking sheets Workplace evidence References from supervisor/peers Letters of support/appreciation Completed job cards Drawings/plans you have created Resume, Curriculum Vitae Job/Position Description Certificates/Qualifications Statements of Attainment</p>
(CUSRAD02A) CONDUCT RESEARCH	
<p>CUSRAD02A/01 Clarify and confirm purpose of research</p>	<p>Scripts Records Team meeting notes Department documents Standards used Booking sheets Workplace evidence References from supervisor/peers Letters of support/appreciation Completed job cards Drawings/plans you have created</p>

	<p>Resume, Curriculum Vitae Job/Position Description Certificates/Qualifications Statements of Attainment Memos (you have drafted) Letters (you have drafted) Pro-formas / forms you use Fax messages Procedures/Policy Organisational Chart (with names) Reports you have drafted Schedules Diary entries Email correspondence Completed job cards Drawings/plans you have created Spreadsheets Performance appraisals/review Training Diary Workplace awards, prizes, certificates Witness testimony or third party reports Statements from supervisors/peers Witness testimonies Assessment tools you may have used Role plays Budgets/costing sheets etc Department documents Standards used Booking sheets Workplace evidence</p>
<p>CUSRAD02A/02 Identify and access sources of information</p>	<p>Scripts Records Team meeting notes Department documents Standards used Booking sheets Workplace evidence References from supervisor/peers Letters of support/appreciation Completed job cards Drawings/plans you have created Resume, Curriculum Vitae Job/Position Description Certificates/Qualifications Statements of Attainment Memos (you have drafted) Letters (you have drafted)</p>

	<ul style="list-style-type: none"> Pro-formas / forms you use Fax messages Procedures/Policy Organisational Chart (with names) Reports you have drafted Schedules Diary entries Email correspondence Completed job cards Drawings/plans you have created Spreadsheets Performance appraisals/review Training Diary Workplace awards, prizes, certificates Witness testimony or third party reports Statements from supervisors/peers Witness testimonies Assessment tools you may have used Role plays Budgets/costing sheets etc Department documents Standards used Booking sheets Workplace evidence
<p>CUSRAD02A/03 Analyse research findings</p>	<ul style="list-style-type: none"> Scripts Records Team meeting notes Department documents Standards used Booking sheets Workplace evidence References from supervisor/peers Letters of support/appreciation Completed job cards Drawings/plans you have created Resume, Curriculum Vitae Job/Position Description Certificates/Qualifications Statements of Attainment Memos (you have drafted) Letters (you have drafted) Pro-formas / forms you use Fax messages Procedures/Policy Organisational Chart (with names) Reports you have drafted Schedules

	<p>Diary entries Email correspondence Completed job cards Drawings/plans you have created Spreadsheets Performance appraisals/review Training Diary Workplace awards, prizes, certificates Witness testimony or third party reports Statements from supervisors/peers Witness testimonies Assessment tools you may have used Role plays Budgets/costing sheets etc Department documents Standards used Booking sheets Workplace evidence</p>
<p>CUSRAD02A/04 Provide information in appropriate format</p>	<p>Scripts Records Team meeting notes Department documents Standards used Booking sheets Workplace evidence References from supervisor/peers Letters of support/appreciation Completed job cards Drawings/plans you have created Resume, Curriculum Vitae Job/Position Description Certificates/Qualifications Statements of Attainment Memos (you have drafted) Letters (you have drafted) Pro-formas / forms you use Fax messages Procedures/Policy Organisational Chart (with names) Reports you have drafted Schedules Diary entries Email correspondence Completed job cards Drawings/plans you have created Spreadsheets Performance appraisals/review</p>

	<p>Training Diary Workplace awards, prizes, certificates Witness testimony or third party reports Statements from supervisors/peers Witness testimonies Assessment tools you may have used Role plays Budgets/costing sheets etc Department documents Standards used Booking sheets Workplace evidence</p>
(CUEMUP2A) DESIGN, APPLY AND REMOVE PERIOD MAKE-UP	
CUEMUP2A/01 Determine period make-up requirements	<p>Scripts Records Team meeting notes Department documents Standards used Booking sheets Workplace evidence References from supervisor/peers Letters of support/appreciation Completed job cards Drawings/plans you have created Resume, Curriculum Vitae Job/Position Description Certificates/Qualifications Statements of Attainment Memos (you have drafted) Letters (you have drafted) Pro-formas / forms you use Fax messages Procedures/Policy Organisational Chart (with names) Reports you have drafted Schedules Diary entries Email correspondence Completed job cards Drawings/plans you have created Spreadsheets Performance appraisals/review Training Diary Workplace awards, prizes, certificates Witness testimony or third party reports</p>

	<p>Statements from supervisors/peers Witness testimonies Assessment tools you may have used Role plays Budgets/costing sheets etc Department documents Standards used Booking sheets Workplace evidence</p>
CUEMUP2A/02 Prepare to apply period make-up	<p>Video recordings / photographs of you undertaking activities Personal statements written by you about you (opportunity to explain in detail your activities, explain planning process, decision making, outcomes etc) Letter/s of validation Samples of work Portfolio of work Industry credits including short films, promotional DVDs, feature films, film clips</p>
CUEMUP2A/03 Apply period make-up	<p>Video recordings / photographs of you undertaking activities Personal statements written by you about you (opportunity to explain in detail your activities, explain planning process, decision making, outcomes etc) Letter/s of validation Samples of work Portfolio of work Industry credits including short films, promotional DVDs, feature films, film clips</p>
CUEMUP2A/04 Maintain period make-up	<p>Video recordings / photographs of you undertaking activities Personal statements written by you about you (opportunity to explain in detail your activities, explain planning process, decision making, outcomes etc) Letter/s of validation Samples of work Portfolio of work Industry credits including short films, promotional DVDs, feature films, film clips</p>
CUEMUP2A/05 Remove period make-up	<p>Video recordings / photographs of you undertaking activities</p>

	<p>Personal statements written by you about you (opportunity to explain in detail your activities, explain planning process, decision making, outcomes etc)</p> <p>Letter/s of validation</p> <p>Samples of work</p> <p>Portfolio of work</p> <p>Industry credits including short films, promotional DVDs, feature films, film clips</p>
(CUEMUP5A) DRESS (STYLE) WIGS	
CUEMUP5A/01 Determine requirements for dressing hair	<p>Video recordings / photographs of you undertaking activities</p> <p>Personal statements written by you about you (opportunity to explain in detail your activities, explain planning process, decision making, outcomes etc)</p> <p>Letter/s of validation</p> <p>Samples of work</p> <p>Portfolio of work</p> <p>Industry credits including short films, promotional DVDs, feature films, film clips</p>
CUEMUP5A/02 Create hair designs	<p>Video recordings / photographs of you undertaking activities</p> <p>Personal statements written by you about you (opportunity to explain in detail your activities, explain planning process, decision making, outcomes etc)</p> <p>Letter/s of validation</p> <p>Samples of work</p> <p>Portfolio of work</p> <p>Industry credits including short films, promotional DVDs, feature films, film clips</p>
(CUEMUP6A) DRESS HAIR FOR A PERFORMANCE OR PRODUCTION	
CUEMUP6A/01 Conduct and evaluate research	<p>Video recordings / photographs of you undertaking activities</p> <p>Personal statements written by you about you (opportunity to explain in detail your activities, explain planning process, decision making, outcomes etc)</p> <p>Letter/s of validation</p> <p>Samples of work</p> <p>Portfolio of work</p>

	Industry credits including short films, promotional DVDs, feature films, film clips
CUEMUP6A/02 Consult with performer/ director or costume designer on any specific characteristics and discuss finished hair design	Video recordings / photographs of you undertaking activities Personal statements written by you about you (opportunity to explain in detail your activities, explain planning process, decision making, outcomes etc) Letter/s of validation Samples of work Portfolio of work Industry credits including short films, promotional DVDs, feature films, film clips
CUEMUP6A/03 Create current and period hair designs	Video recordings / photographs of you undertaking activities Personal statements written by you about you (opportunity to explain in detail your activities, explain planning process, decision making, outcomes etc) Letter/s of validation Samples of work Portfolio of work Industry credits including short films, promotional DVDs, feature films, film clips
(CUFSAF01A) FOLLOW HEALTH, SAFETY AND SECURITY PROCEDURES	
CUFSAF01A/01 Follow workplace procedures on health, safety and security	Scripts Records Team meeting notes Department documents Standards used Booking sheets Workplace evidence References from supervisor/peers Letters of support/appreciation Completed job cards Drawings/plans you have created Resume, Curriculum Vitae Job/Position Description Certificates/Qualifications Statements of Attainment Memos (you have drafted) Letters (you have drafted) Pro-formas / forms you use

	<p> Fax messages Procedures/Policy Organisational Chart (with names) Reports you have drafted Schedules Diary entries Email correspondence Completed job cards Drawings/plans you have created Spreadsheets Performance appraisals/review Training Diary Workplace awards, prizes, certificates Witness testimony or third party reports Statements from supervisors/peers Witness testimonies Assessment tools you may have used Role plays Budgets/costing sheets etc Department documents Standards used Booking sheets Workplace evidence </p>
<p>CUFSAF01A/02 Deal with emergency situations</p>	<p> Scripts Records Team meeting notes Department documents Standards used Booking sheets Workplace evidence References from supervisor/peers Letters of support/appreciation Completed job cards Drawings/plans you have created Resume, Curriculum Vitae Job/Position Description Certificates/Qualifications Statements of Attainment Memos (you have drafted) Letters (you have drafted) Pro-formas / forms you use Fax messages Procedures/Policy Organisational Chart (with names) Reports you have drafted Schedules Diary entries </p>

	<p>Email correspondence Completed job cards Drawings/plans you have created Spreadsheets Performance appraisals/review Training Diary Workplace awards, prizes, certificates Witness testimony or third party reports Statements from supervisors/peers Witness testimonies Assessment tools you may have used Role plays Budgets/costing sheets etc Department documents Standards used Booking sheets Workplace evidence</p>
<p>CUFSAF01A/03 Maintain personal safety standards</p>	<p>Scripts Records Team meeting notes Department documents Standards used Booking sheets Workplace evidence References from supervisor/peers Letters of support/appreciation Completed job cards Drawings/plans you have created Resume, Curriculum Vitae Job/Position Description Certificates/Qualifications Statements of Attainment Memos (you have drafted) Letters (you have drafted) Pro-formas / forms you use Fax messages Procedures/Policy Organisational Chart (with names) Reports you have drafted Schedules Diary entries Email correspondence Completed job cards Drawings/plans you have created Spreadsheets Performance appraisals/review Training Diary</p>

	<p>Workplace awards, prizes, certificates Witness testimony or third party reports Statements from supervisors/peers Witness testimonies Assessment tools you may have used Role plays Budgets/costing sheets etc Department documents Standards used Booking sheets Workplace evidence</p>
<p>CUFSAF01A/04 Provide feedback on health, safety and security</p>	<p>Scripts Records Team meeting notes Department documents Standards used Booking sheets Workplace evidence References from supervisor/peers Letters of support/appreciation Completed job cards Drawings/plans you have created Resume, Curriculum Vitae Job/Position Description Certificates/Qualifications Statements of Attainment Memos (you have drafted) Letters (you have drafted) Pro-formas / forms you use Fax messages Procedures/Policy Organisational Chart (with names) Reports you have drafted Schedules Diary entries Email correspondence Completed job cards Drawings/plans you have created Spreadsheets Performance appraisals/review Training Diary Workplace awards, prizes, certificates Witness testimony or third party reports Statements from supervisors/peers Witness testimonies Assessment tools you may have used Role plays</p>

	<p>Budgets/costing sheets etc Department documents Standards used Booking sheets Workplace evidence</p>
(CUECOR2A) WORK WITH OTHERS	
CUECOR2A/01 Participate in the work/group process	<p>Scripts Records Team meeting notes Department documents Standards used Booking sheets Workplace evidence References from supervisor/peers Letters of support/appreciation Completed job cards Drawings/plans you have created Resume, Curriculum Vitae Job/Position Description Certificates/Qualifications Statements of Attainment Memos (you have drafted) Letters (you have drafted) Pro-formas / forms you use Fax messages Procedures/Policy Organisational Chart (with names) Reports you have drafted Schedules Diary entries Email correspondence Completed job cards Drawings/plans you have created Spreadsheets Performance appraisals/review Training Diary Workplace awards, prizes, certificates Witness testimony or third party reports Statements from supervisors/peers Witness testimonies Assessment tools you may have used Role plays Budgets/costing sheets etc Department documents Standards used Booking sheets</p>

	Workplace evidence
CUECOR2A/02 Contribute to the flow of information and ideas	<p>Scripts Records Team meeting notes Department documents Standards used Booking sheets Workplace evidence References from supervisor/peers Letters of support/appreciation Completed job cards Drawings/plans you have created Resume, Curriculum Vitae Job/Position Description Certificates/Qualifications Statements of Attainment Memos (you have drafted) Letters (you have drafted) Pro-formas / forms you use Fax messages Procedures/Policy Organisational Chart (with names) Reports you have drafted Schedules Diary entries Email correspondence Completed job cards Drawings/plans you have created Spreadsheets Performance appraisals/review Training Diary Workplace awards, prizes, certificates Witness testimony or third party reports Statements from supervisors/peers Witness testimonies Assessment tools you may have used Role plays Budgets/costing sheets etc Department documents Standards used Booking sheets Workplace evidence</p>
CUECOR2A/03 Deal effectively with issues, problems and conflicts	<p>Scripts Records Team meeting notes Department documents</p>

	<p>Standards used Booking sheets Workplace evidence References from supervisor/peers Letters of support/appreciation Completed job cards Drawings/plans you have created Resume, Curriculum Vitae Job/Position Description Certificates/Qualifications Statements of Attainment Memos (you have drafted) Letters (you have drafted) Pro-formas / forms you use Fax messages Procedures/Policy Organisational Chart (with names) Reports you have drafted Schedules Diary entries Email correspondence Completed job cards Drawings/plans you have created Spreadsheets Performance appraisals/review Training Diary Workplace awards, prizes, certificates Witness testimony or third party reports Statements from supervisors/peers Witness testimonies Assessment tools you may have used Role plays Budgets/costing sheets etc Department documents Standards used Booking sheets Workplace evidence</p>
(CUSADM02A) COORDINATE THE PURCHASE OR HIRE OF EQUIPMENT/SUPPLIES	
CUSADM02A/01 Identify resources required	<p>Scripts Records Team meeting notes Department documents Standards used Booking sheets Workplace evidence</p>

	<p>References from supervisor/peers Letters of support/appreciation Completed job cards Drawings/plans you have created Resume, Curriculum Vitae Job/Position Description Certificates/Qualifications Statements of Attainment Memos (you have drafted) Letters (you have drafted) Pro-formas / forms you use Fax messages Procedures/Policy Organisational Chart (with names) Reports you have drafted Schedules Diary entries Email correspondence Completed job cards Drawings/plans you have created Spreadsheets Performance appraisals/review Training Diary Workplace awards, prizes, certificates Witness testimony or third party reports Statements from supervisors/peers Witness testimonies Assessment tools you may have used Role plays Budgets/costing sheets etc Department documents Standards used Booking sheets Workplace evidence</p>
<p>CUSADM02A/02 Investigate sources for purchase or hire of specialist supplies</p>	<p>Scripts Records Team meeting notes Department documents Standards used Booking sheets Workplace evidence References from supervisor/peers Letters of support/appreciation Completed job cards Drawings/plans you have created Resume, Curriculum Vitae Job/Position Description</p>

	<p> Certificates/Qualifications Statements of Attainment Memos (you have drafted) Letters (you have drafted) Pro-formas / forms you use Fax messages Procedures/Policy Organisational Chart (with names) Reports you have drafted Schedules Diary entries Email correspondence Completed job cards Drawings/plans you have created Spreadsheets Performance appraisals/review Training Diary Workplace awards, prizes, certificates Witness testimony or third party reports Statements from supervisors/peers Witness testimonies Assessment tools you may have used Role plays Budgets/costing sheets etc Department documents Standards used Booking sheets Workplace evidence </p>
<p>CUSADM02A/03 Select and acquire materials/items</p>	<p> Scripts Records Team meeting notes Department documents Standards used Booking sheets Workplace evidence References from supervisor/peers Letters of support/appreciation Completed job cards Drawings/plans you have created Resume, Curriculum Vitae Job/Position Description Certificates/Qualifications Statements of Attainment Memos (you have drafted) Letters (you have drafted) Pro-formas / forms you use Fax messages </p>

	<p>Procedures/Policy Organisational Chart (with names) Reports you have drafted Schedules Diary entries Email correspondence Completed job cards Drawings/plans you have created Spreadsheets Performance appraisals/review Training Diary Workplace awards, prizes, certificates Witness testimony or third party reports Statements from supervisors/peers Witness testimonies Assessment tools you may have used Role plays Budgets/costing sheets etc Department documents Standards used Booking sheets Workplace evidence</p>
<p>CUSADM02A/04 Coordinate the availability of materials/items</p>	<p>Scripts Records Team meeting notes Department documents Standards used Booking sheets Workplace evidence References from supervisor/peers Letters of support/appreciation Completed job cards Drawings/plans you have created Resume, Curriculum Vitae Job/Position Description Certificates/Qualifications Statements of Attainment Memos (you have drafted) Letters (you have drafted) Pro-formas / forms you use Fax messages Procedures/Policy Organisational Chart (with names) Reports you have drafted Schedules Diary entries Email correspondence</p>

	<p>Completed job cards Drawings/plans you have created Spreadsheets Performance appraisals/review Training Diary Workplace awards, prizes, certificates Witness testimony or third party reports Statements from supervisors/peers Witness testimonies Assessment tools you may have used Role plays Budgets/costing sheets etc Department documents Standards used Booking sheets Workplace evidence</p>
(CUSGEN02A) WORK IN A CULTURALLY DIVERSE ENVIRONMENT	
CUSGEN02A/01 Communicate with individuals from diverse backgrounds	<p>Scripts Records Team meeting notes Department documents Standards used Booking sheets Workplace evidence References from supervisor/peers Letters of support/appreciation Completed job cards Drawings/plans you have created Resume, Curriculum Vitae Job/Position Description Certificates/Qualifications Statements of Attainment Memos (you have drafted) Letters (you have drafted) Pro-formas / forms you use Fax messages Procedures/Policy Organisational Chart (with names) Reports you have drafted Schedules Diary entries Email correspondence Completed job cards Drawings/plans you have created Spreadsheets</p>

	<p>Performance appraisals/review Training Diary Workplace awards, prizes, certificates Witness testimony or third party reports Statements from supervisors/peers Witness testimonies Assessment tools you may have used Role plays Budgets/costing sheets etc Department documents Standards used Booking sheets Workplace evidence</p>
<p>CUSGEN02A/02 Consult with workplace, stakeholder and community groups, where relevant</p>	<p>Scripts Records Team meeting notes Department documents Standards used Booking sheets Workplace evidence References from supervisor/peers Letters of support/appreciation Completed job cards Drawings/plans you have created Resume, Curriculum Vitae Job/Position Description Certificates/Qualifications Statements of Attainment Memos (you have drafted) Letters (you have drafted) Pro-formas / forms you use Fax messages Procedures/Policy Organisational Chart (with names) Reports you have drafted Schedules Diary entries Email correspondence Completed job cards Drawings/plans you have created Spreadsheets Performance appraisals/review Training Diary Workplace awards, prizes, certificates Witness testimony or third party reports Statements from supervisors/peers Witness testimonies</p>

Assessment tools you may have used

Role plays

Budgets/costing sheets etc

Department documents

Standards used

Booking sheets

Workplace evidence

I understand that RPL fees (*where applicable*) are payable in full and are non-refundable, regardless of the outcome. I also understand that unpaid fees may attract a late fee and may be followed up by CMA through a debt collection agency if they remain unpaid. I have read and understand this statement:

Signed: _____ Date: _____
_____/_____/_____