

# RPL Application Form

DIPLOMA IN MAKEUP (CUF 50203)

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

**(THHGLE07A) RECRUIT & SELECT STAFF**

- THHGLE07A /01 Identify recruitment needs
- THHGLE07A /02 Administer recruitment
- THHGLE07A /03 Select staff

- THHGLE07A /04 Plan & organise induction programs

**(CUSGEN05A) MAKE PRESENTATIONS**

- CUSGEN05A /01 Plan & prepare for the presentations
- CUSGEN05A /02 Make presentations
- CUSGEN05A /03 Evaluate presentations

**(CUEOHS1A) IMPLEMENT WORKPLACE HEALTH, SAFETY AND SECURITY PROCEDURES**

- CUEOHS1A /01 Provide information to the work group about occupational health and safety policies, procedures and programs
- CUEOHS1A /02 Implement and monitor participative arrangements for the management of occupational health and safety
- CUEOHS1A /03 Implement and monitor the organisation's procedures for identifying hazards and assessing risks
- CUEOHS1A /04 Implement and monitor the organisation's procedures for controlling risks
- CUEOHS1A /05 Implement the organisation's procedures for dealing with hazardous events
- CUEOHS1A /06 Implement and monitor the organisation's procedures for providing occupational health and safety training
- CUEOHS1A /07 Implement and monitor the organisation's procedures for maintaining occupational health and safety records

**(CUEFIN1A) DEVELOP A BUDGET**

- CUEFIN1A /01 Plan for a budget
- CUEFIN1A /02 Develop and prepare a budget

**(CUSADM09A) ADDRESS LEGAL & ADMINISTRATIVE**

- CUSADM09A /01 Establish legal structures for business projects
- CUSADM09A /02 Comply with statutory and regulatory requirements
- CUSADM09A /03 Establish rights to materials, products/services
- CUSADM09A /04 Secure rights to materials / products / services

**(CUFMUP01A) DESIGN, APPLY AND REMOVE PERIOD AND SPECIALISED MAKEUP**

- CUFMUP01A /01 Determine period and specialized makeup requirements.
- CUFMUP01A /02 Conduct and evaluate research.
- CUFMUP01A /03 Generate and assess ideas
- CUFMUP01A /04 Develop and document the makeup design.
- CUFMUP01A /05 Prepare to apply period and specialized makeup.

**(BSXFMI404A) PARTICIPATE IN, LEAD AND FACILITATE WORK TEAMS**

- BSXFMI404A /01 Participate in team planning
- BSXFMI404A /02 Develop team commitment and co-operation
- BSXFMI404A /03 Manage and develop team performance
- BSXFMI404A /04 Participate in, and Facilitate the work team

**(CUSADM10A) ESTABLISH AND MANAGE CONTRACTS**

- CUSADM10A /01 Clarify the requirements of both parties to the contract
- CUSADM10A /02 Negotiate terms and conditions of the contract
- CUSADM10A /03 Ensure that the contract complies with legislative and regulatory requirements

- CUSADM10A /04 Obtain specialist legal advice, where necessary
- CUSADM10A /05 Ensure that all parties to the contract are fully informed of the contract terms and conditions
- CUSADM10A /06 Finalise contract
- CUSADM10A /07 Monitor compliance with the contract

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

<b>(CUFGEN01A) DEVELOP AND APPLY INDUSTRY KNOWLEDGE</b>	
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

	<p>Email correspondence References from supervisor/peers Letters of support/appreciation</p>
<p>CUFGEN01A/02 Seek information on industry employment obligations and opportunities</p>	<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 References from supervisor/peers Letters of support/appreciation</p>
<p>CUFGEN01A/03 Seek information on new technology</p>	<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</p>

	<p>Bookkeeping/other financial records you have set up/maintain</p> <p>Schedules</p> <p>Diary entries</p> <p>Email correspondence</p> <p>Portfolio of work</p> <p>References from supervisor/peers</p> <p>Letters of support/appreciation</p>
CUFGEN01A/04 Update industry knowledge	<p>Drawings/plans you have created</p> <p>Schedules</p> <p>Diary entries</p> <p>Email correspondence</p> <p>References from supervisor/peers</p> <p>Letters of support/appreciation</p> <p>Assessment tools you may have used</p> <p>Role plays</p> <p>Budgets/costing sheets etc</p> <p>Department documents</p> <p>Standards used</p> <p>Booking sheets</p> <p>Workplace evidence</p> <p>Confidential documents / privacy</p> <p>Scripts</p> <p>Records</p> <p>Team projects (outlining your roles)</p> <p>Notation's made on documents</p> <p>Minutes of meetings (that involve you doing an action with a result) and Agendas</p> <p>Bookkeeping/other financial records you have set up/maintain</p> <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>Team meeting notes</p> <p>Training needs analysis/goals/session plan</p> <p>Evaluation forms</p> <p>Forums/meetings/conferences/seminars you have helped organise</p> <p>Brochures/Flyers you have produced</p> <p>Portfolio of work</p>

<b>(CUFMUP03A) MAINTAIN MAKE-UP CONTINUITY</b>	
CUFMUP03A/01 Maintain appearance of performer for continuity	<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> <p>Resume, Curriculum Vitae</p> <p>Job/Position Description</p> <p>Certificates/Qualifications</p> <p>Statements of Attainment</p>
CUFMUP03A/02 Maintain condition of make-up and/or hair for continuity	<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> <p>Resume, Curriculum Vitae</p> <p>Job/Position Description</p> <p>Certificates/Qualifications</p> <p>Statements of Attainment</p>
CUFMUP03A/03 Advise of make-up and/or hair continuity during shooting	<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> <p>Resume, Curriculum Vitae</p> <p>Job/Position Description</p>

	Certificates/Qualifications Statements of Attainment
<b>(CUFMUP02A) DESIGN, APPLY AND REMOVE MAKE-UP</b>	
CUFMUP02A/01 Determine make-up requirements	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
CUFMUP02A/02 Prepare to apply make-up	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
CUFMUP02A/03 Apply and maintain make-up	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>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, 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>
<b>(CUFPOP02A) BREAKDOWN A SCRIPT</b>	
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</p>

	<p>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>
<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>

<b>(CUSRAD02A) CONDUCT RESEARCH</b>	
CUSRAD02A/01 Clarify and confirm purpose of research	<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>
CUSRAD02A/02 Identify and access sources of information	<p>Scripts  Records  Team meeting notes</p>

	<p>           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>
<p>CUSRAD02A/03 Analyse research findings</p>	<p>           Scripts            Records            Team meeting notes            Department documents            Standards used            Booking sheets            Workplace evidence            References from supervisor/peers            Letters of support/appreciation         </p>

	<p>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>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</p>

	<ul style="list-style-type: none"> <li>Memos (you have drafted)</li> <li>Letters (you have drafted)</li> <li>Pro-formas / forms you use</li> <li>Fax messages</li> <li>Procedures/Policy</li> <li>Organisational Chart (with names)</li> <li>Reports you have drafted</li> <li>Schedules</li> <li>Diary entries</li> <li>Email correspondence</li> <li>Completed job cards</li> <li>Drawings/plans you have created</li> <li>Spreadsheets</li> <li>Performance appraisals/review</li> <li>Training Diary</li> <li>Workplace awards, prizes, certificates</li> <li>Witness testimony or third party reports</li> <li>Statements from supervisors/peers</li> <li>Witness testimonies</li> <li>Assessment tools you may have used</li> <li>Role plays</li> <li>Budgets/costing sheets etc</li> <li>Department documents</li> <li>Standards used</li> <li>Booking sheets</li> <li>Workplace evidence</li> </ul>
<b>(CUEMUP2A) DESIGN, APPLY AND REMOVE PERIOD MAKE-UP</b>	
CUEMUP2A/01 Determine period make-up requirements	<ul style="list-style-type: none"> <li>Scripts</li> <li>Records</li> <li>Team meeting notes</li> <li>Department documents</li> <li>Standards used</li> <li>Booking sheets</li> <li>Workplace evidence</li> <li>References from supervisor/peers</li> <li>Letters of support/appreciation</li> <li>Completed job cards</li> <li>Drawings/plans you have created</li> <li>Resume, Curriculum Vitae</li> <li>Job/Position Description</li> <li>Certificates/Qualifications</li> <li>Statements of Attainment</li> <li>Memos (you have drafted)</li> <li>Letters (you have drafted)</li> <li>Pro-formas / forms you use</li> </ul>

	<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>
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</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>
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>
<b>(CUEMUP5A) DRESS (STYLE) WIGS</b>	
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,</p>

	promotional DVDs, feature films, film clips
<b>(CUEMUP6A) DRESS HAIR FOR A PERFORMANCE OR PRODUCTION</b>	
CUEMUP6A/01 Conduct and evaluate research	<p>Scripts</p> <p>Records</p> <p>Team meeting notes</p> <p>Department documents</p> <p>Standards used</p> <p>Booking sheets</p> <p>Workplace evidence</p> <p>References from supervisor/peers</p> <p>Letters of support/appreciation</p> <p>Completed job cards</p> <p>Drawings/plans you have created</p> <p>Resume, Curriculum Vitae</p> <p>Job/Position Description</p> <p>Certificates/Qualifications</p> <p>Statements of Attainment</p> <p>Memos (you have drafted)</p> <p>Letters (you have drafted)</p> <p>Pro-formas / forms you use</p> <p>Fax messages</p> <p>Procedures/Policy</p> <p>Organisational Chart (with names)</p> <p>Reports you have drafted</p> <p>Schedules</p> <p>Diary entries</p> <p>Email correspondence</p> <p>Completed job cards</p> <p>Drawings/plans you have created</p> <p>Spreadsheets</p> <p>Performance appraisals/review</p> <p>Training Diary</p> <p>Workplace awards, prizes, certificates</p> <p>Witness testimony or third party reports</p> <p>Statements from supervisors/peers</p> <p>Witness testimonies</p> <p>Assessment tools you may have used</p> <p>Role plays</p> <p>Budgets/costing sheets etc</p> <p>Department documents</p> <p>Standards used</p> <p>Booking sheets</p> <p>Workplace evidence</p> <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/02 Consult with performer/ director or costume designer on any specific characteristics and discuss finished hair design	<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/03 Create current and period 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>
<b>(CUFSAF01A) FOLLOW HEALTH, SAFETY AND SECURITY PROCEDURES</b>	
CUFSAF01A/01 Follow workplace procedures on health, safety and security	<p>Scripts</p> <p>Records</p> <p>Team meeting notes</p> <p>Department documents</p> <p>Standards used</p> <p>Booking sheets</p> <p>Workplace evidence</p> <p>References from supervisor/peers</p> <p>Letters of support/appreciation</p> <p>Completed job cards</p> <p>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>
CUFSAF01A/02 Deal with emergency situations	<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"> <li>Pro-formas / forms you use</li> <li>Fax messages</li> <li>Procedures/Policy</li> <li>Organisational Chart (with names)</li> <li>Reports you have drafted</li> <li>Schedules</li> <li>Diary entries</li> <li>Email correspondence</li> <li>Completed job cards</li> <li>Drawings/plans you have created</li> <li>Spreadsheets</li> <li>Performance appraisals/review</li> <li>Training Diary</li> <li>Workplace awards, prizes, certificates</li> <li>Witness testimony or third party reports</li> <li>Statements from supervisors/peers</li> <li>Witness testimonies</li> <li>Assessment tools you may have used</li> <li>Role plays</li> <li>Budgets/costing sheets etc</li> <li>Department documents</li> <li>Standards used</li> <li>Booking sheets</li> <li>Workplace evidence</li> </ul>
CUFSAF01A/03 Maintain personal safety standards	<ul style="list-style-type: none"> <li>Scripts</li> <li>Records</li> <li>Team meeting notes</li> <li>Department documents</li> <li>Standards used</li> <li>Booking sheets</li> <li>Workplace evidence</li> <li>References from supervisor/peers</li> <li>Letters of support/appreciation</li> <li>Completed job cards</li> <li>Drawings/plans you have created</li> <li>Resume, Curriculum Vitae</li> <li>Job/Position Description</li> <li>Certificates/Qualifications</li> <li>Statements of Attainment</li> <li>Memos (you have drafted)</li> <li>Letters (you have drafted)</li> <li>Pro-formas / forms you use</li> <li>Fax messages</li> <li>Procedures/Policy</li> <li>Organisational Chart (with names)</li> <li>Reports you have drafted</li> <li>Schedules</li> </ul>

	<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>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</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>
<b>(CUECOR2A) WORK WITH OTHERS</b>	
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</p>

	<p>Witness testimonies  Assessment tools you may have used  Role plays  Budgets/costing sheets etc  Department documents  Standards used  Booking sheets  Workplace evidence</p>
<p>CUECOR2A/02 Contribute to the flow of information and ideas</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  Budgets/costing sheets etc  Department documents  Standards used</p>

	<p>Booking sheets Workplace evidence</p>
<p>CUECOR2A/03 Deal effectively with issues, problems and conflicts</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 Budgets/costing sheets etc Department documents Standards used Booking sheets Workplace evidence</p>
<p><b>(CUSADM02A) COORDINATE THE PURCHASE OR HIRE OF EQUIPMENT/SUPPLIES</b></p>	

CUSADM02A/01 Identify resources required	<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>
CUSADM02A/02 Investigate sources for purchase or hire of specialist supplies	<p>Scripts  Records  Team meeting notes  Department documents  Standards used  Booking sheets</p>

	<p>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>
<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</p>

	<p> 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/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 </p>

	<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>
<b>(CUSGEN02A) WORK IN A CULTURALLY DIVERSE ENVIRONMENT</b>	
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)</p>

	<ul style="list-style-type: none"> <li>Reports you have drafted</li> <li>Schedules</li> <li>Diary entries</li> <li>Email correspondence</li> <li>Completed job cards</li> <li>Drawings/plans you have created</li> <li>Spreadsheets</li> <li>Performance appraisals/review</li> <li>Training Diary</li> <li>Workplace awards, prizes, certificates</li> <li>Witness testimony or third party reports</li> <li>Statements from supervisors/peers</li> <li>Witness testimonies</li> <li>Assessment tools you may have used</li> <li>Role plays</li> <li>Budgets/costing sheets etc</li> <li>Department documents</li> <li>Standards used</li> <li>Booking sheets</li> <li>Workplace evidence</li> </ul>
<p>CUSGEN02A/02 Consult with workplace, stakeholder and community groups, where relevant</p>	<ul style="list-style-type: none"> <li>Scripts</li> <li>Records</li> <li>Team meeting notes</li> <li>Department documents</li> <li>Standards used</li> <li>Booking sheets</li> <li>Workplace evidence</li> <li>References from supervisor/peers</li> <li>Letters of support/appreciation</li> <li>Completed job cards</li> <li>Drawings/plans you have created</li> <li>Resume, Curriculum Vitae</li> <li>Job/Position Description</li> <li>Certificates/Qualifications</li> <li>Statements of Attainment</li> <li>Memos (you have drafted)</li> <li>Letters (you have drafted)</li> <li>Pro-formas / forms you use</li> <li>Fax messages</li> <li>Procedures/Policy</li> <li>Organisational Chart (with names)</li> <li>Reports you have drafted</li> <li>Schedules</li> <li>Diary entries</li> <li>Email correspondence</li> <li>Completed job cards</li> <li>Drawings/plans you have created</li> </ul>

	<p>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>
<b>(THHGLE07A) RECRUIT &amp; SELECT STAFF</b>	
THHGLE07A /01 Identify recruitment needs	<p>Records  Team meeting notes  Department documents  Standards used  Booking sheets  Workplace evidence  References from supervisor/peers  Letters of support/appreciation  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  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>
THHGLE07A /02 Administer recruitment	<p>Records  Team meeting notes  Department documents  Standards used  Booking sheets  Workplace evidence  References from supervisor/peers  Letters of support/appreciation  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  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>
THHGLE07A /03 Select staff	<p>Records  Team meeting notes  Department documents  Standards used  Booking sheets</p>

	<p>Workplace evidence  References from supervisor/peers  Letters of support/appreciation  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  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>THHGLE07A /04 Plan &amp; organise induction programs</p>	<p>Records  Team meeting notes  Department documents  Standards used  Booking sheets  Workplace evidence  References from supervisor/peers  Letters of support/appreciation  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>

	<ul style="list-style-type: none"> <li>Procedures/Policy</li> <li>Organisational Chart (with names)</li> <li>Reports you have drafted</li> <li>Schedules</li> <li>Diary entries</li> <li>Email correspondence</li> <li>Spreadsheets</li> <li>Performance appraisals/review</li> <li>Training Diary</li> <li>Workplace awards, prizes, certificates</li> <li>Witness testimony or third party reports</li> <li>Statements from supervisors/peers</li> <li>Witness testimonies</li> <li>Assessment tools you may have used</li> <li>Role plays</li> <li>Budgets/costing sheets etc</li> <li>Department documents</li> <li>Standards used</li> <li>Booking sheets</li> <li>Workplace evidence</li> </ul>
<b>(CUSGEN05A) MAKE PRESENTATIONS</b>	
CUSGEN05A /01 Plan & prepare for the presentations	<ul style="list-style-type: none"> <li>Records</li> <li>Team meeting notes</li> <li>Department documents</li> <li>Standards used</li> <li>Booking sheets</li> <li>Workplace evidence</li> <li>References from supervisor/peers</li> <li>Letters of support/appreciation</li> <li>Resume, Curriculum Vitae</li> <li>Job/Position Description</li> <li>Certificates/Qualifications</li> <li>Statements of Attainment</li> <li>Memos (you have drafted)</li> <li>Letters (you have drafted)</li> <li>Pro-formas / forms you use</li> <li>Fax messages</li> <li>Procedures/Policy</li> <li>Organisational Chart (with names)</li> <li>Reports you have drafted</li> <li>Schedules</li> <li>Diary entries</li> <li>Email correspondence</li> <li>Spreadsheets</li> <li>Performance appraisals/review</li> <li>Training Diary</li> </ul>

	<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>
CUSGEN05A /02 Make presentations	<p>Records  Team meeting notes  Department documents  Standards used  Booking sheets  Workplace evidence  References from supervisor/peers  Letters of support/appreciation  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  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>

CUSGEN05A /03 Evaluate presentations	<ul style="list-style-type: none"> <li>Records</li> <li>Team meeting notes</li> <li>Department documents</li> <li>Standards used</li> <li>Booking sheets</li> <li>Workplace evidence</li> <li>References from supervisor/peers</li> <li>Letters of support/appreciation</li> <li>Resume, Curriculum Vitae</li> <li>Job/Position Description</li> <li>Certificates/Qualifications</li> <li>Statements of Attainment</li> <li>Memos (you have drafted)</li> <li>Letters (you have drafted)</li> <li>Pro-formas / forms you use</li> <li>Fax messages</li> <li>Procedures/Policy</li> <li>Organisational Chart (with names)</li> <li>Reports you have drafted</li> <li>Schedules</li> <li>Diary entries</li> <li>Email correspondence</li> <li>Spreadsheets</li> <li>Performance appraisals/review</li> <li>Training Diary</li> <li>Workplace awards, prizes, certificates</li> <li>Witness testimony or third party reports</li> <li>Statements from supervisors/peers</li> <li>Witness testimonies</li> <li>Assessment tools you may have used</li> <li>Role plays</li> <li>Budgets/costing sheets etc</li> <li>Department documents</li> <li>Standards used</li> <li>Booking sheets</li> <li>Workplace evidence</li> </ul>
<b>(CUEOHS1A) IMPLEMENT WORKPLACE HEALTH, SAFETY AND SECURITY PROCEDURES</b>	
CUEOHS1A /01 Provide information to the work group about occupational health and safety policies, procedures and programs	<ul style="list-style-type: none"> <li>Records</li> <li>Team meeting notes</li> <li>Department documents</li> <li>Standards used</li> <li>Booking sheets</li> <li>Workplace evidence</li> <li>References from supervisor/peers</li> </ul>

	<p>Letters of support/appreciation  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  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>CUEOHS1A /02 Implement and monitor participative arrangements for the management of occupational health and safety</p>	<p>Records  Team meeting notes  Department documents  Standards used  Booking sheets  Workplace evidence  References from supervisor/peers  Letters of support/appreciation  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)</p>

	<p>           Reports you have drafted            Schedules            Diary entries            Email correspondence            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>CUEOHS1A /03 Implement and monitor the organisation's procedures for identifying hazards and assessing risks</p>	<p>           Records            Team meeting notes            Department documents            Standards used            Booking sheets            Workplace evidence            References from supervisor/peers            Letters of support/appreciation            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            Spreadsheets            Performance appraisals/review            Training Diary            Workplace awards, prizes, certificates            Witness testimony or third party reports            Statements from supervisors/peers            Witness testimonies         </p>

	<p>Assessment tools you may have used</p> <p>Role plays</p> <p>Budgets/costing sheets etc</p> <p>Department documents</p> <p>Standards used</p> <p>Booking sheets</p> <p>Workplace evidence</p>
<p>CUEOHS1A /04 Implement and monitor the organisation's procedures for controlling risks</p>	<p>Records</p> <p>Team meeting notes</p> <p>Department documents</p> <p>Standards used</p> <p>Booking sheets</p> <p>Workplace evidence</p> <p>References from supervisor/peers</p> <p>Letters of support/appreciation</p> <p>Resume, Curriculum Vitae</p> <p>Job/Position Description</p> <p>Certificates/Qualifications</p> <p>Statements of Attainment</p> <p>Memos (you have drafted)</p> <p>Letters (you have drafted)</p> <p>Pro-formas / forms you use</p> <p>Fax messages</p> <p>Procedures/Policy</p> <p>Organisational Chart (with names)</p> <p>Reports you have drafted</p> <p>Schedules</p> <p>Diary entries</p> <p>Email correspondence</p> <p>Spreadsheets</p> <p>Performance appraisals/review</p> <p>Training Diary</p> <p>Workplace awards, prizes, certificates</p> <p>Witness testimony or third party reports</p> <p>Statements from supervisors/peers</p> <p>Witness testimonies</p> <p>Assessment tools you may have used</p> <p>Role plays</p> <p>Budgets/costing sheets etc</p> <p>Department documents</p> <p>Standards used</p> <p>Booking sheets</p> <p>Workplace evidence</p>
<p>CUEOHS1A /05 Implement the organisation's procedures for dealing with hazardous events</p>	<p>Records</p> <p>Team meeting notes</p> <p>Department documents</p>

	Standards used Booking sheets Workplace evidence References from supervisor/peers Letters of support/appreciation 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 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
CUEOHS1A /06 Implement and monitor the organisation's procedures for providing occupational health and safety training	Records Team meeting notes Department documents Standards used Booking sheets Workplace evidence References from supervisor/peers Letters of support/appreciation Resume, Curriculum Vitae Job/Position Description Certificates/Qualifications Statements of Attainment Memos (you have drafted) Letters (you have drafted)

	<ul style="list-style-type: none"> <li>Pro-formas / forms you use</li> <li>Fax messages</li> <li>Procedures/Policy</li> <li>Organisational Chart (with names)</li> <li>Reports you have drafted</li> <li>Schedules</li> <li>Diary entries</li> <li>Email correspondence</li> <li>Spreadsheets</li> <li>Performance appraisals/review</li> <li>Training Diary</li> <li>Workplace awards, prizes, certificates</li> <li>Witness testimony or third party reports</li> <li>Statements from supervisors/peers</li> <li>Witness testimonies</li> <li>Assessment tools you may have used</li> <li>Role plays</li> <li>Budgets/costing sheets etc</li> <li>Department documents</li> <li>Standards used</li> <li>Booking sheets</li> <li>Workplace evidence</li> </ul>
<p>CUEOHS1A /01Implement and monitor the organisation's procedures for maintaining occupational health and safety records</p>	<ul style="list-style-type: none"> <li>Records</li> <li>Team meeting notes</li> <li>Department documents</li> <li>Standards used</li> <li>Booking sheets</li> <li>Workplace evidence</li> <li>References from supervisor/peers</li> <li>Letters of support/appreciation</li> <li>Resume, Curriculum Vitae</li> <li>Job/Position Description</li> <li>Certificates/Qualifications</li> <li>Statements of Attainment</li> <li>Memos (you have drafted)</li> <li>Letters (you have drafted)</li> <li>Pro-formas / forms you use</li> <li>Fax messages</li> <li>Procedures/Policy</li> <li>Organisational Chart (with names)</li> <li>Reports you have drafted</li> <li>Schedules</li> <li>Diary entries</li> <li>Email correspondence</li> <li>Spreadsheets</li> <li>Performance appraisals/review</li> <li>Training Diary</li> </ul>

	<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>
<b>(CUEFIN1A) DEVELOP A BUDGET</b>	
CUEFIN1A /01 Plan for a budget	<p>Records          Team meeting notes          Department documents          Standards used          Booking sheets          Workplace evidence          References from supervisor/peers          Letters of support/appreciation          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          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</p>

	<p>Booking sheets Workplace evidence</p>
CUEFIN 1A /02 Develop and prepare a budget	<p>Records Team meeting notes Department documents Standards used Booking sheets Workplace evidence References from supervisor/peers Letters of support/appreciation 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 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>
<b>(CUSADM09A) ADDRESS LEGAL &amp; ADMINISTRATIVE</b>	
CUSADM09A /01 Establish legal structures for business projects	<p>Records Team meeting notes Department documents Standards used Booking sheets</p>

	<p>Workplace evidence  References from supervisor/peers  Letters of support/appreciation  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  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>CUSADM09A /02 Comply with statutory and regulatory requirements</p>	<p>Records  Team meeting notes  Department documents  Standards used  Booking sheets  Workplace evidence  References from supervisor/peers  Letters of support/appreciation  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  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>CUSADM09A /03 Establish rights to materials, products/services</p>	<p>Records  Team meeting notes  Department documents  Standards used  Booking sheets  Workplace evidence  References from supervisor/peers  Letters of support/appreciation  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  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>
<p>CUSADM09A /04 Secure rights to materials / products / services</p>	<p>Records  Team meeting notes  Department documents  Standards used  Booking sheets  Workplace evidence  References from supervisor/peers  Letters of support/appreciation  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  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>

<b>(CUFMUP01A) DESIGN, APPLY AND REMOVE PERIOD AND SPECIALISED MAKEUP</b>	
CUFMUP01A /01 Determine period and specialized makeup requirements.	<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>
CUFMUP01A /02 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> <p>Industry credits including short films, promotional DVDs, feature films, film clips</p> <p>Records</p> <p>Team meeting notes</p> <p>Department documents</p> <p>Standards used</p> <p>Booking sheets</p> <p>Workplace evidence</p> <p>References from supervisor/peers</p> <p>Letters of support/appreciation</p> <p>Resume, Curriculum Vitae</p> <p>Job/Position Description</p> <p>Certificates/Qualifications</p> <p>Statements of Attainment</p> <p>Memos (you have drafted)</p> <p>Letters (you have drafted)</p> <p>Pro-formas / forms you use</p> <p>Fax messages</p> <p>Procedures/Policy</p> <p>Organisational Chart (with names)</p> <p>Reports you have drafted</p> <p>Schedules</p> <p>Diary entries</p> <p>Email correspondence</p>

	<p>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>
CUFMUP01A /03 Generate and assess ideas	<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  Records  Team meeting notes  Department documents  Standards used  Booking sheets  Workplace evidence  References from supervisor/peers  Letters of support/appreciation  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>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>CUFMUP01A /04 Develop and document the makeup design.</p>	<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  Records  Team meeting notes  Department documents  Standards used  Booking sheets  Workplace evidence  References from supervisor/peers  Letters of support/appreciation  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>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>
CUFMUP01A /05 Prepare to apply period and specialized makeup.	<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>
<b>(BSXFMI404A) PARTICIPATE IN, LEAD AND FACILITATE WORK TEAMS</b>	
BSXFMI404A /01 Participate in team planning	<p>Records  Team meeting notes  Department documents  Standards used  Booking sheets  Workplace evidence  References from supervisor/peers  Letters of support/appreciation  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)</p>

	<p> Reports you have drafted  Schedules  Diary entries  Email correspondence  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>BSXFMI404A /02Develop team commitment and co-operation</p>	<p> Records  Team meeting notes  Department documents  Standards used  Booking sheets  Workplace evidence  References from supervisor/peers  Letters of support/appreciation  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  Spreadsheets  Performance appraisals/review  Training Diary  Workplace awards, prizes, certificates  Witness testimony or third party reports  Statements from supervisors/peers  Witness testimonies </p>

	<p>Assessment tools you may have used</p> <p>Role plays</p> <p>Budgets/costing sheets etc</p> <p>Department documents</p> <p>Standards used</p> <p>Booking sheets</p> <p>Workplace evidence</p>
<p>BSXFMI404A /03 Manage and develop team performance</p>	<p>Records</p> <p>Team meeting notes</p> <p>Department documents</p> <p>Standards used</p> <p>Booking sheets</p> <p>Workplace evidence</p> <p>References from supervisor/peers</p> <p>Letters of support/appreciation</p> <p>Resume, Curriculum Vitae</p> <p>Job/Position Description</p> <p>Certificates/Qualifications</p> <p>Statements of Attainment</p> <p>Memos (you have drafted)</p> <p>Letters (you have drafted)</p> <p>Pro-formas / forms you use</p> <p>Fax messages</p> <p>Procedures/Policy</p> <p>Organisational Chart (with names)</p> <p>Reports you have drafted</p> <p>Schedules</p> <p>Diary entries</p> <p>Email correspondence</p> <p>Spreadsheets</p> <p>Performance appraisals/review</p> <p>Training Diary</p> <p>Workplace awards, prizes, certificates</p> <p>Witness testimony or third party reports</p> <p>Statements from supervisors/peers</p> <p>Witness testimonies</p> <p>Assessment tools you may have used</p> <p>Role plays</p> <p>Budgets/costing sheets etc</p> <p>Department documents</p> <p>Standards used</p> <p>Booking sheets</p> <p>Workplace evidence</p>
<p>BSXFMI404A /04 Participate in, and Facilitate the work team</p>	<p>Records</p> <p>Team meeting notes</p> <p>Department documents</p>

	Standards used Booking sheets Workplace evidence References from supervisor/peers Letters of support/appreciation 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 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
<b>(CUSADM10A) ESTABLISH AND MANAGE CONTRACTS</b>	
CUSADM10A /01 Clarify the requirements of both parties to the contract	Records Team meeting notes Department documents Standards used Booking sheets Workplace evidence References from supervisor/peers Letters of support/appreciation Resume, Curriculum Vitae Job/Position Description Certificates/Qualifications

	<p>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  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>CUSADM10A /02 Negotiate terms and conditions of the contract</p>	<p>Records  Team meeting notes  Department documents  Standards used  Booking sheets  Workplace evidence  References from supervisor/peers  Letters of support/appreciation  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>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>CUSADM10A /03 Ensure that the contract complies with legislative and regulatory requirements</p>	<p>Records  Team meeting notes  Department documents  Standards used  Booking sheets  Workplace evidence  References from supervisor/peers  Letters of support/appreciation  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  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</p>

	Standards used Booking sheets Workplace evidence
CUSADM10A /04 Obtain specialist legal advice, where necessary	Records Team meeting notes Department documents Standards used Booking sheets Workplace evidence References from supervisor/peers Letters of support/appreciation 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 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
CUSADM10A /05 Ensure that all parties to the contract are fully informed of the contract terms and conditions	Records Team meeting notes Department documents Standards used Booking sheets Workplace evidence References from supervisor/peers

	<p>Letters of support/appreciation  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  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>CUSADM10A /06 Finalise contract</p>	<p>Records  Team meeting notes  Department documents  Standards used  Booking sheets  Workplace evidence  References from supervisor/peers  Letters of support/appreciation  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)</p>

	<p>           Reports you have drafted            Schedules            Diary entries            Email correspondence            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>CUSADM10A /07 Monitor compliance with the contract</p>	<p>           Records            Team meeting notes            Department documents            Standards used            Booking sheets            Workplace evidence            References from supervisor/peers            Letters of support/appreciation            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            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:

\_\_\_\_/\_\_\_\_/\_\_\_\_