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| **Observation Checklist** |
| **Part 1: Assessment details and instructions** |
| Unit of competency | CUAPPR201 Make simple creative work |
| Candidate’s name |  |
| Date of assessment |  |
| Assessor Name |  |
| Location |  |
| Application of the Unit of Competency | This unit describes the skills and knowledge required to make simple creative work in any medium. It involves the process of developing and discussing ideas, and then using a limited range of specific art and design techniques to communicate those ideas through the work.It applies to individuals who, with the help and feedback of key people, develop and apply a repertoire of skills to make simple creative work in any form.No licensing, legislative or certification requirements apply to this unit at the time of publication. |
| Instructions for the Candidate | Your task will be to demonstrate to your assessor the process you routinely use to produce creative work. You will demonstrate planning, development, production and clean-up stages of the creative process, and will be required to verbally engage with your assessor as several stages as they act as your stakeholder. They may provide suggestions for your techniques or planning and might ask you to incorporate certain tasks into your work. They will not participate in the actual creation of your piece (I.E. they cannot use equipment or materials to aid you or demonstrate techniques for you). This assessment may be a single event where the assessor observes you from start to finish, or it can be a series of events where the assessor “drops in” at each stage to check your progress. This assessment must be completed before the end of the candidate’s enrolment period. You have discretion to choose the medium you would like to demonstrate, and you will be allowed to design the piece you are creating. Below are some suggestions, however you are free to choose mediums that are not listed below: |
| * Planning and performing a dance piece
 | * Knitting or sewing an item or garment
 | * Producing a sand sculpture
 | * Producing body art, includes makeup and body/face paint
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| * Photography and filmography
 | * Painting a vehicle or structure
 | * Creating a piece of jewellery
 | * Designing a video game
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| * Planning and decorating for an event or occasion (E.G. wedding, birthday, cultural holiday)
 | * Assembling and painting models, including table-top gaming models
 | * Preparing and presenting food items (such as cakes, cupcakes, plates of food)
 | * Designing and building a structure or mechanical items (E.G. building and decorating a bird house or shed, restoring a classic car, etc.)
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| * Scrapbooking
 | * Assembling a sculpture
 | * Writing a short story or poem
 | * Writing and performing a song
 |
| * Producing an origami sculpture
 | * Decorative gardening or bonsai
 | * Creating a costume, including those used for cosplay
 | * Producing a drawing or painting
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| When creating your piece, one thing to keep in mind is that you need to plan and design the piece. It would not be sufficient for your to do paint-by-colour or to perform an existing song, etc. It cannot be case of just “following instructions”, you need to have creative input in the final product.  |
| Instructions for the Assessor | To facilitate this assessment, please ensure the following conditions are met:* The candidate is aware that all stages of the creative process must be observed, including research and design, planning, consultation, production and clean-up
* The candidate must create the work themselves and must have creative input. This excludes pieces where the candidate has only followed instructions, or where they have created something with no creative value (for instance, building a shed from flat-pack using the included instructions versus using the same flatpack materials to create a bespoke shed that they have painted and decorated). While instructions may be used for part of the project, there should be some independent design input from the candidate.
* The assessment may occur in a single discreet event, or over a period of time with sufficient visits to ensure all stages of the creative process are observed.
* Guidance can be given on the initial concept and the production of the piece; however, the assessor cannot use equipment or materials to help in the conduction or to demonstrate techniques and methods.
* The candidate must plan and create the piece, it is not sufficient to just design.
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| Reasonable Adjustments | If a real work space or studio cannot be provided, assessor is to create a simulated workspace using suitable materials and equipment. This can utilise materials and equipment belonging to either the assessor or candidate and can be in the home of either the assessor or candidate, or other suitable space (including outdoor areas, depending on the context of the creative work).  |

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| **Part 2: Tasks** |
| **Task** | **Description of the Candidate’s performance** | **Satisfactory/****Not Yet Satisfactory** |
| 1. Show the assessor how you gather information to prepare to create your piece.
 |  | [ ]  **S**[ ]  **NYS** |
| 1. Discuss your ideas with your assessor. Tell them your plan and ask for their feedback. Make sure you alter your plan based on their feedback. You can use drawings to help explain your idea.
 |  | [ ]  **S**[ ]  **NYS** |
| 1. Finalise your plan by documenting it. This may be in the form of a sketch, flow chart or written instructions.
 |  | [ ]  **S**[ ]  **NYS** |
| 1. Prepare a workspace where you will create your piece. Ensure all required equipment is available and in good working order. Ensure all safety hazards are controlled. Locate and prepare the materials needed for your work.
 |  | [ ]  **S**[ ]  **NYS** |
| 1. Measure out the required quantities of any materials you will need. Prepare these and make them available in your work area.
 |  | [ ]  **S**[ ]  **NYS** |
| 1. Create your piece using the techniques you identified in your research. Discuss your techniques with your assessor while creating your piece, ask for their feedback. Make changes to your techniques if required.
 |  | [ ]  **S**[ ]  **NYS** |
| 1. After finalising your piece, prepare it for presentation or store it safely.
 |  | [ ]  **S**[ ]  **NYS** |
| 1. Clean your tools and return them to their proper storage locations.
 |  | [ ]  **S**[ ]  **NYS** |
| 1. Store any unused materials in their appropriate locations.
 |  | [ ]  **S**[ ]  **NYS** |
| 1. Collect all waste materials and either recycle them or dispose of them safely and appropriately.
 |  | [ ]  **S**[ ]  **NYS** |
| 1. Talk to your assessor and seek their feedback on your final piece. Discuss what could be improved for future practice.
 |  | [ ]  **S**[ ]  **NYS** |

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| **Part 3: Outcome** |
| Comments and feedback: |
| Reasonable adjustments applied: |
| Gaps identified (if applicable):  |
| Assessment Result: | [ ]  Satisfactory (S) | [ ]  Not Yet Satisfactory (NYS) |

Assessor name:

Assessor Signature:

Date:

**Candidate Declaration:**

By signing below, I, \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, declare that:

[ ]  The evidence submitted is my own authentic work and complies with Australian copyright laws

[ ]  The assessor has clearly explained the assessment process

[ ]  I am aware of the assessment decision. The assessor has clearly communicated their decision and justifications

[ ]  I am aware of my rights to informal and formal appeals of the assessment decision

Candidate signature:

Date: