



Australian Government

Department of Education, Employment and Workplace Relations

CULEVP403A Install and dismantle exhibition elements

Release: 1

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Modification History

Release	Comments
Release 1	This unit of competency first released with <i>CUL11 Library, Information and Cultural Services Training Package version 1.0</i>

Unit Descriptor

This unit describes the performance outcomes, skills and knowledge required to install and dismantle the physical elements of exhibitions.

Application of the Unit

This unit has broad application to exhibition venue staff or independent exhibition contractors.

Work is undertaken under general guidance and supervision, and with established exhibition plans and procedures.

Exhibitions are staged in many different contexts in both business and community environments.

Licensing/Regulatory Information

No licensing, legislative, regulatory or certification requirements apply to this unit at the time of endorsement.

Pre-Requisites

Not applicable.

Employability Skills Information

This unit contains employability skills.

Elements and Performance Criteria Pre-Content

Element	Performance Criteria
<i>Elements describe the essential outcomes of a unit of competency.</i>	<i>Performance criteria describe the performance needed to demonstrate achievement of the element. Where bold italicised text is used, further information is detailed in the required skills and knowledge section and the range statement. Assessment of performance is to be consistent with the evidence guide.</i>

Elements and Performance Criteria

1. Confirm exhibition specifications	<p>1.1 Review <i>exhibition documentation</i> and confirm <i>requirements</i> with <i>relevant personnel</i></p> <p>1.2 Identify materials, equipment and resources required for exhibitions with the assistance of relevant personnel</p> <p>1.3 Confirm procedures and responsibilities for handling collection material, and installing and dismantling exhibitions</p> <p>1.4 Establish an agreed project timeline with stakeholders</p>
2. Prepare exhibition sites	<p>2.1 Undertake necessary <i>site alterations</i> for installation purposes</p> <p>2.2 Ensure site is suitable and secure according to technical specifications</p> <p>2.3 Complete or organise <i>on-site construction</i> as required</p>
3. Position and remove exhibition elements	<p>3.1 Install and dismantle <i>exhibition elements</i> according to <i>exhibition</i> requirements, available floor plans, and safety and security requirements</p> <p>3.2 Pack, unpack, handle and move physical elements according to agreed plans and within <i>scope of individual responsibility</i></p> <p>3.3 Use safe manual-handling techniques consistent with <i>organisational procedures</i> respecting the integrity of exhibition elements</p> <p>3.4 Clear and clean work areas according to organisational procedures, safety and sustainable work practices</p> <p>3.5 Return elements safely to appropriate locations according to exhibition documentation and plans</p> <p>3.6 Follow <i>record-keeping</i> procedures regarding installing and dismantling exhibition elements</p>

Required Skills and Knowledge

This section describes the skills and knowledge required for this unit.

Required skills

- communication skills to:
 - liaise and agree on work requirements
 - refer problems to relevant personnel
- literacy skills to:
 - complete workplace documentation
 - read and interpret procedures, drawings, work plans and exhibition documentation
- numeracy skills to:
 - calculate measurements
 - count items
 - estimate material requirements
- planning and organising skills to:
 - complete tasks in a logical order
 - follow procedures according to agreed timelines
 - organise equipment and materials
- safety awareness skills to:
 - handle collection material safely
 - use equipment and tools safely
 - minimise hazards
- self-management skills to:
 - follow workplace procedures
 - prioritise work tasks and meet deadlines
- teamwork skills to communicate and work with others involved in installing and dismantling exhibitions
- technical skills to select and apply appropriate installation and dismantling techniques.

Required knowledge

- different exhibition components relevant to the work or industry context
- typical procedures and processes for exhibition installation
- roles and responsibilities of personnel involved in staging exhibitions
- safe manual-handling techniques and broad safety issues associated with the movement of physical elements
- relevant organisational and legislative work health and safety requirements relating to installing and dismantling exhibitions
- packing materials and techniques used for a range of exhibition elements
- range of tools commonly used for installing and dismantling exhibitions
- cultural protocols that impact on installing and dismantling, including those for Aboriginal or Torres Strait Islander material
- conservation issues to be considered when handling collection material
- security issues to be considered when work is underway

- record-keeping procedures
- organisational procedures and guidelines relating to installing and dismantling exhibition elements.

Evidence Guide

The evidence guide provides advice on assessment and must be read in conjunction with the performance criteria, required skills and knowledge, range statement and the Assessment Guidelines for the Training Package.

Overview of assessment	
Critical aspects for assessment and evidence required to demonstrate competency in this unit	<p>Evidence of the ability to:</p> <ul style="list-style-type: none"> • handle collection material with care, using safe manual-handling techniques • implement procedures and processes for installing and dismantling exhibitions • install and dismantle physical elements of exhibitions • work cooperatively with others involved in staging exhibitions.
Context of and specific resources for assessment	<p>Assessment must ensure:</p> <ul style="list-style-type: none"> • involvement of and interaction with a team during the installation or dismantling process • access to: <ul style="list-style-type: none"> • plans and other exhibition documentation • physical exhibition elements • a physical venue to install or dismantle.
Method of assessment	<p>A range of assessment methods should be used to assess practical skills and knowledge. The following examples are appropriate for this unit:</p> <ul style="list-style-type: none"> • direct questioning combined with review of portfolios of evidence and third-party workplace reports of on-the-job performance • direct observation of the candidate installing and dismantling physical elements of an exhibition • verbal or written questioning to assess knowledge of different types of exhibitions, and safety and security issues • analysis of problem-solving exercises undertaken by the candidate to assess ability to respond to different operational situations and contexts. <p>Assessment methods should closely reflect workplace demands and the needs of particular client groups (consider the requirements of different age groups, clients with English as a second language, clients with disabilities, remote library users, etc.).</p>

Guidance information for assessment	<p>Holistic assessment with other units relevant to the industry sector, workplace and job role is recommended, for example:</p> <ul style="list-style-type: none">• CULEVP402A Design and develop interpretive displays.
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Range Statement

The range statement relates to the unit of competency as a whole. It allows for different work environments and situations that may affect performance. Bold italicised wording, if used in the performance criteria, is detailed below. Essential operating conditions that may be present with training and assessment (depending on the work situation, needs of the candidate, accessibility of the item, and local industry and regional contexts) may also be included.

<i>Exhibition documentation</i> may include:	<ul style="list-style-type: none"> • event orders • floor plans • handling notes • installation instructions • site plans • travelling condition reports • work instructions.
<i>Requirements</i> may include:	<ul style="list-style-type: none"> • deadlines • duration • permanent or temporary • restrictions • safety requirements.
<i>Relevant personnel</i> may include:	<ul style="list-style-type: none"> • collection manager • conservator • curator • exhibition designer • registrar • security personnel.
<i>Site alterations</i> may include:	<ul style="list-style-type: none"> • access to utilities • change to signage or access routes • clearing unnecessary items • installation requirements • introduction of new utilities or furniture • removal of existing fittings or displays • safety and licensing requirements • security • sustainable work practices.
<i>On-site construction</i> may be completed in-house or by external contractors, and many relate to:	<ul style="list-style-type: none"> • carpentry • electrical • installation requirements • metalwork • plumbing • safety and licensing requirements • security.

<p><i>Exhibition elements</i> may include:</p>	<ul style="list-style-type: none"> • art works • computer equipment • customised supports • display cases • drawers • electronic support material • environmental monitoring and control systems • film and video screens • hanging system supports • light fittings • objects • plinths • racks • sound outlets • special exhibition features • stands • tracks.
<p><i>Exhibitions</i> may be:</p>	<ul style="list-style-type: none"> • developed in-house or externally • hired, borrowed or presented on behalf of another organisation or community group • permanent or temporary • travelling • staged in venues or events, such as: <ul style="list-style-type: none"> • corporate events • festivals • galleries • libraries • museums • other visitor attractions • theme parks.
<p><i>Scope of individual responsibility</i> may relate to:</p>	<ul style="list-style-type: none"> • authority to handle certain objects • licensing requirements for undertaking particular types of work.
<p><i>Organisational procedures</i> may relate to:</p>	<ul style="list-style-type: none"> • cleaning • conservation • environment • handling methods • national and international standards relating to installing and dismantling exhibition elements • purchasing • security

	<ul style="list-style-type: none">• storage of packaging materials• waste disposal.
<i>Recordkeeping</i> may include:	<ul style="list-style-type: none">• electronic files and databases• logs and registers• paper documents.

Unit Sector(s)

Cultural services - Exhibitions and visitor programs