



Australian Government

Department of Education, Employment and Workplace Relations

CUVCRS13B Store finished work

Release: 1

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Modification History

Not Applicable

Unit Descriptor

Unit descriptor

This unit describes the skills and knowledge required to prepare finished work to be safely stored. This is a support unit for specialisations. The skills and knowledge are not restricted to a particular specialisation but apply across all specialisations depending on the work context. This work would usually be carried out under supervision.

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

Application of the Unit

Not Applicable

Licensing/Regulatory Information

Refer to Unit Descriptor

Pre-Requisites

Prerequisite units

It is highly recommended that this unit be assessed in conjunction with specialisation units.

Employability Skills Information

Employability skills

This unit contains employability skills.

Elements and Performance Criteria Pre-Content

Elements describe the essential outcomes of a unit of competency.

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.

Elements and Performance Criteria

ELEMENT	PERFORMANCE CRITERIA
1 Determine requirements for storage of work.	<p>1.1 Identify and select work which requires <i>storage</i> based on nature of the work and other constraints.</p> <p>1.2 Check that finished <i>work</i> is ready to be stored and identify any action to be taken.</p> <p>1.3 Identify suitable storage areas for work and check condition, <i>availability</i> and cost.</p>
2 Prepare work for storage.	<p>2.1 Determine <i>materials</i> required to prepare work for storage according to the nature of the work and the proposed storage location.</p> <p>2.2 Organise/obtain materials required for storage preparation.</p> <p>2.3 Correctly follow procedures to prepare finished work for storage.</p> <p>2.4 Safely store work in required storage area.</p>

Required Skills and Knowledge

Required Skills and knowledge

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

Required skills:

- literacy skills sufficient to read product labels
- numeracy skills sufficient to calculate amount of storage required and calculate quantity protective and/or storage materials required.

Required knowledge:

- overview knowledge about archival principles and values
- general knowledge of physical properties of the most commonly used materials for protection and storage, including environmental issues relevant to the type of work
- general knowledge about physical requirements for storage of the finished work relevant to the type of work
- organisational and legislative occupational health and safety procedures in relation

Required Skills and knowledge

to storage of the finished work.

Evidence Guide

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.

Critical aspects for assessment and evidence required to demonstrate competency in this unit

The following evidence is critical to the judgement of competence in this unit:

- use of appropriate techniques and materials to prepare work for storage
- knowledge of techniques and materials for storage of work (relevant to the type of work).

Context of and specific resources for assessment

The assessment context must provide for:

- practical demonstration of skills through the selection and preparation of specific pieces of work for storage.

Method of assessment

Assessment may incorporate a range of methods to assess performance and the application of essential underpinning knowledge, and might include:

- observation of the preparation for storage
- evaluation of items prepared for storage by the candidate
- discussion and questioning about the care and protection of finished work
- written or verbal reports
- review of portfolios of evidence
- third party workplace reports of performance by the candidate.

Assessment methods should closely reflect workplace demands (e.g. literacy) and the needs of particular

EVIDENCE GUIDE

groups (e.g. people with disabilities and people who may have literacy or numeracy difficulties e.g. speakers of languages other than English remote communities and those with interrupted schooling).

Assessment of this unit requires access to the materials, resources and equipment needed to prepare finished work for storage and to protect it and store it safely.

Range Statement

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.

Factors which may influence selection of work for ***storage*** may include:

- available space
- exemplar potential of the work
- number, quantity, size of work
- personal affinity to the pieces of work
- quality of work
- usefulness in the future
- workplace procedures, e.g. safety, process procedures, use of materials, recycling, cost control, reporting.

Work ready to be stored may involve consideration of:

- cleanliness
- completion of process(es)
- elements of work missing
- identification of damage (and its rectification and stabilisation).

Condition and ***availability*** of storage area may include consideration of:

- access to storage facility
- archival values
- cost
- dampness, humidity
- light, fading.

Materials for storage may include:

- acid free interleaving or wrapping
- negative sleeves, folders, enclosures, CD cases
- protective enclosure, e.g. boxes, canisters, tubing
- protective wrapping, e.g. bubble wrap, cardboard.

Unit Sector(s)

Not Applicable