CUVPRP403A Select and organise finished work for storage

Release: 1

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Modification History

Version	Comments
CUVPRP403A	This version first released with *CUV11 Visual Arts, Craft and Design Training Package version 1.0*

Unit Descriptor

This unit describes the performance outcomes, skills and knowledge required to select finished creative work for storage, to assess storage needs, and to protect and maintain work in storage.

Application of the Unit

People working in all areas of arts practice apply the skills and knowledge described in this unit. They could be responsible for selecting and organising the storage of finished works in their own practice, at an artist-run studio, or in a gallery, exhibition space or educational institution.

At this level, they would be expected to exercise autonomy and judgement in a range of situations and contexts.

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
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

1. Assess finished works for storage	1.1 Determine *criteria* for selecting finished works to be stored
	1.2 Select works for storage based on criteria
	1.3 Assess *storage needs* of selected works, taking into account their condition and nature
2. Organise storage of finished works	2.1 Identify and select appropriate *protective materials* and conditions for storage
	2.2 Ensure that correct *procedures* are followed to prepare works for storage
	2.3 Ensure that works are safely stored in allocated or selected storage spaces
3. Maintain stored works	3.1 Maintain accurate and complete *records* of stored finished work
	3.2 Protect confidential information and adhere to copyright requirements in the storage of records
	3.3 Monitor and review condition of work in storage according to its specific requirements
	3.4 Make adjustments to storage arrangements as required

Required Skills and Knowledge

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

Required skills
- initiative and enterprise skills to develop storage solutions that best address the characteristics of finished works   - literacy skills to: - interpret information related to protecting, storing and maintaining finished creative work   - keep accurate records of stored works   - planning and organising skills to ensure that finished work is prepared and stored according to correct procedures   - problem-solving skills to anticipate issues that affect the storage of finished works   - self-management skills to prioritise and plan work

Required knowledge
- archival principles and values   - security issues associated with storing works   - physical properties and capabilities of a range of materials suitable for protecting and storing work in the relevant area of creative practice   - record-keeping systems appropriate for storage and retrieval   - intellectual property issues for the storage and maintenance of stored work   - sustainability issues associated with equipment, tools and materials required for the protection and storage of finished works in the relevant context   - OHS procedures in relation to storage and maintenance of finished work

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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	Evidence of the ability to: • select works for storage according to agreed criteria • organise the safe storage of finished work • demonstrate knowledge of archival principles and values in the maintenance of stored work.
Context of and specific resources for assessment	Assessment must ensure access to: • areas suitable for the storage of finished work.
Method of assessment	A range of assessment methods should be used to assess practical skills and knowledge. The following examples are appropriate for this unit: • direct observation of candidate organising the storage of finished works • evaluation of items prepared for storage by the candidate • review of records created or maintained by the candidate • discussion and questioning about the care and protection of finished works and the record-keeping system used • review of portfolios of evidence • review of third-party reports from experienced practitioners. Assessment methods should closely reflect workplace demands (e.g. literacy) and the needs of particular groups (e.g. people with disabilities, and people who may have literacy or numeracy difficulties, such as speakers of languages other than English, remote communities and those with interrupted schooling).
Guidance information for assessment	Holistic assessment with other units relevant to the industry sector, workplace and job role is recommended.

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.

Criteria may include:	- archival values - available space - client requirements - personal affinity to pieces of work - potential of works to be used as exemplars - potential future use for works - public interest in works - quality of works - quantity and size of works.
Storage needs may involve:	- consideration of factors related to: - archival values - dampness - dust - electromagnetic fields - fading - fungi - humidity - insects - light - light-sensitive characteristics of images - deciding on best form of storage, given the condition of a specific work - simple repairs prior to storage, e.g. to mounted materials - stabilising any damage to prevent deterioration in storage.
Protective materials may include:	- archival materials - CD cases - characteristics of the materials used in the work, such as: - acid free wrapping or mount board - water absorbent - reflective - enclosures - folders - form of the artwork: - upright

	• flat
	• negative sleeves
	• materials designed to protect fragile objects:
	• padding
	• tissues
	• bubble wrap
	• box framing.
Procedures may include:	• protocols for recording and registering stored work, including ethical considerations
	• use of protective materials
	• verbal instructions
	• workplace procedures:
	• safety
	• security
	• process-specific procedures
	• recycling
	• cost control
	• reporting.
Records may include:	• electronic records, e.g. image archiving software
	• labelling of work:
	• medium
	• number
	• title
	• year produced
	• list of stored finished works
	• model release
	• permits, contracts containing conditional usage requirements
	• register of all stored and finished works, e.g. date and usage of photographic material
	• slide library.

Unit Sector(s)

Industry capability – professional practice