



Australian Government

CUAEVP511 Coordinate installation and dismantling of exhibitions

Release: 1

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Modification History

Release	Comments
Release 1	This version first released with CUA Creative Arts and Culture Training Package Version 5.0.

Application

This unit describes the skills and knowledge required to organise and monitor the installation and dismantling of physical exhibition elements. It involves identifying resources required for exhibitions, planning the installation and dismantling operation and coordinating operations to complete the exhibition according to organisational policies and procedures.

The unit applies to those who work as exhibition venue staff or independent exhibition contractors in many different contexts in both business and community environments. They tend to be autonomous and may be required to lead and manage a team and consult with various exhibition stakeholders.

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

Unit Sector

Cultural services – Exhibitions and visitor programs

Elements and Performance Criteria

ELEMENT	PERFORMANCE CRITERIA
<i>Elements describe the essential outcomes.</i>	<i>Performance criteria describe the performance needed to demonstrate achievement of the element.</i>
1. Identify resource requirements	1.1 Review exhibition documentation and determine scope and type of exhibition elements required 1.2 Confirm budget and resources required for exhibition 1.3 Provide applicable input into overall planning of exhibition 1.4 Check inventory and determine additional resources required 1.5 Order additional resources as required and according to organisational policies, procedures and budgetary guidelines 1.6 Assess the need for specialist or external assistance and where

ELEMENT	PERFORMANCE CRITERIA
	required organise according to organisational policies and procedures
2. Plan the installation and dismantling of exhibitions	2.1 Determine sequence for installing and dismantling exhibitions that meets exhibition requirements in consultation with required personnel 2.2 Document plans for installation or dismantling according to organisational policies and procedures 2.3 Confirm availability of resources in advance of installation and dismantling 2.4 Organise physical resources according to organisational policies and procedures
3. Coordinate exhibition installation and dismantling operations	3.1 Provide clear instructions to required personnel relating to installing and dismantling exhibition and confirm safety and avoidance of damage to physical elements 3.2 Monitor exhibition installation and dismantling operations and confirm work is carried out according to instructions and within required budget and timeframes 3.3 Deal with problems that arise according to organisational policies and procedures 3.4 Organise storage and security of exhibition elements including valuable items and hazardous materials according to organisational policies and procedures
4. Complete exhibition installation and dismantling operations	4.1 Complete required exhibition documentation and reports and forward to required personnel as required 4.2 Seek feedback from stakeholders and team members on ways to improve exhibition installation and dismantling 4.3 Identify aspects of installation and dismantling operations that worked well and ways to enhance those aspects in future projects

Foundation Skills

This section describes those language, literacy, numeracy and employment skills that are essential to performance but not explicit in the performance criteria.

SKILL	DESCRIPTION
Numeracy	Uses mathematical skills to monitor project costs, budgets and timeframes
Oral communication	- Interacts effectively in verbal exchanges, using language and features applicable to audience and context - Clarifies information and elicits the views and opinions of others

SKILL	DESCRIPTION
	using active listening and questioning techniques
Reading	Gathers and interprets information in different procedures, drawings, work plans and exhibition documentation
Writing	Develops textual information for a specific audience using clear and detailed language and numerical data and conveys information, requirements and recommendations
Planning and organising	- Plans and schedules complex activities for self and others - Takes responsibility for determining job priorities, resources and equipment - Monitors progress of plans and adjust as required
Problem-solving	Identifies and addresses issues that arise using problem-solving skills
Self-management	Complies with organisational policies, procedures and regulatory requirements
Teamwork	Collaborates with others and plays an active role in leading work operations

Unit Mapping Information

Supersedes and is equivalent to CUA EVP501 Coordinate the installation and dismantling of exhibitions.

Links

Companion Volume Implementation Guide is found on VETNet -

<https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=1db201d9-4006-4430-839f-382ef6b803d5>