



**Australian Government**

# **CUAPPR403 Store and maintain finished creative work**

**Release: 1**

## CUAPPR403 Store and maintain finished creative work

### Modification History

| Release   | Comments                                                                                     |
|-----------|----------------------------------------------------------------------------------------------|
| Release 1 | This version first released with CUA Creative Arts and Culture Training Package version 2.0. |

### Application

This unit describes the skills and knowledge required to select a finished creative work for storage, assess its storage needs, protect it while preparing it for storage, and maintain it during storage. The unit also involves interpreting and applying archival principles and values during the process.

It applies to individuals who work in all areas of creative practice. They could be responsible for storing and maintaining finished works in their own practice, or those in an artist-run studio, gallery, exhibition space or educational institution.

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

### Unit Sector

Industry capability – professional practice

### 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. Assess finished works for storage             | 1.1 Determine criteria for selecting finished works to be stored<br>1.2 Select works for storage based on established criteria<br>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 suitable storage and appropriate protective materials and conditions for safe and sustainable storage<br>2.2 Ensure that required procedures are followed to prepare works for storage               |

| ELEMENT                  | PERFORMANCE CRITERIA                                                                                                                                                                                                                                                                                                            |
|--------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
|                          | 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<br>3.2 Protect confidential information and adhere to copyright requirements in the storage of records<br>3.3 Monitor and review condition of work in storage according to its specific requirements<br>3.4 Adjust storage arrangements promptly as required |

## Foundation Skills

*This section describes language, literacy, numeracy and employment skills incorporated in the performance criteria that are required for competent performance.*

| Skill                      | Performance Criteria       | Description                                                                                                                                                                                                                                                                                                                                                                        |
|----------------------------|----------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Reading                    | 1.3, 2.2                   | <ul style="list-style-type: none"> <li>Interprets information in a range of formats to determine archival requirements and suitable procedures for protecting, storing and maintaining finished creative work</li> </ul>                                                                                                                                                           |
| Writing                    | 3.1                        | <ul style="list-style-type: none"> <li>Uses specific and relevant language to maintain an accurate electronic or hard copy register of stored works, including any permits or contracts that apply</li> <li>Labels stored works legibly with such details as title, medium, year produced</li> </ul>                                                                               |
| Navigate the world of work | 3.1, 3.2                   | <ul style="list-style-type: none"> <li>Appreciates the implications of legal and regulatory responsibilities related to stored work</li> </ul>                                                                                                                                                                                                                                     |
| Get the work done          | 1.1-1.3, 2.1-2.3, 3.3, 3.4 | <ul style="list-style-type: none"> <li>Plans and organises tasks ensuring correct procedures are followed</li> <li>Evaluates effectiveness of decisions in terms of how well storage and maintenance goals are met</li> <li>Recognises early indicators of change to the condition of stored works and responds appropriately to circumvent or prevent further setbacks</li> </ul> |

## Unit Mapping Information

| Code and title<br>current version                   | Code and title<br>previous version                       | Comments                                                                           | Equivalence status |
|-----------------------------------------------------|----------------------------------------------------------|------------------------------------------------------------------------------------|--------------------|
| CUAPPR403 Store and maintain finished creative work | CUVPRP403A Select and organise finished work for storage | Updated to meet Standards for Training Packages and clarify intent. Title changed. | Equivalent unit    |

## Links

Companion Volume implementation guides are found in VETNet -

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