



Australian Government

Department of Education, Employment and Workplace Relations

CULMS407C Install and dismantle exhibition elements

Revision Number: 1

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Modification History

Not applicable.

Unit Descriptor

Unit descriptor

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

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

Application of the Unit

Application of the unit

Exhibitions take place in many different contexts and environments across both businesses and the community. This unit allows for broad application and work may be undertaken by exhibition venue staff or by independent exhibition contractors. Exhibitions may be temporary or permanent in nature. Work is undertaken under general guidance and supervision, and with established exhibition plans and procedures.

The planning and coordination of exhibition installation and dismantling is covered in CULMS504C Organise and monitor exhibition installation/dismantling.

Licensing/Regulatory Information

Not applicable.

Pre-Requisites

Prerequisite units

Nil

Employability Skills Information

Employability Skills The required outcomes described in this unit of competency contain applicable facets of Employability Skills. The Employability Skills Summary for the qualification in which this unit of competency is packaged, will assist in identifying Employability Skills requirements.

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 Establish and confirm exhibition specifications	2.1 Correctly interpret <i>exhibition documentation</i> and site plans and confirm requirements with relevant personnel
	2.2 Confirm details of public access and safety and environmental requirements with relevant personnel
	2.3 Clarify and confirm details of required materials, equipment and resources with relevant personnel
	2.4 Clarify and confirm details of procedures and responsibilities for handling of cultural material, installation and dismantling with relevant personnel
	2.5 Clarify and agree a project timeline with all interested parties

ELEMENT	PERFORMANCE CRITERIA
2 Prepare exhibition site	<p>3.1 Clear and clean site, complete necessary <i>site alterations</i> and make utilities and services available for installation requirements</p> <p>3.2 Ensure site is environmentally suitable and secure in accordance with technical specifications</p> <p>3.3 Complete and/or organise any <i>on-site construction</i> in accordance with installation requirements, safety and licensing requirements</p>
3 Install/dismantle exhibition elements	<p>3.1 Install/dismantle <i>exhibition elements</i> in accordance with exhibition requirements, available floor plans and safety/security requirements</p> <p>3.2 Pack, unpack, move and handle physical elements in accordance with agreed plans and within <i>scope of individual responsibility</i></p> <p>3.3 Use safe manual handling techniques throughout installation/dismantling to avoid injury or damage</p> <p>3.4 Respect the integrity of physical elements, take prompt action in the event of accidents and accurately document as required</p> <p>3.5 Clear and clean work areas in accordance with organisational procedures, safety and environmental requirements</p> <p>3.6 Return elements safely to appropriate locations in accordance with exhibition documentation and plans</p>
4 Maintain records	<p>4.1 Accurately record details of installation/dismantling in accordance with organisational procedures</p> <p>4.2 Accurately update and amend files and records and in accordance with organisational procedures</p>

Required Skills and Knowledge

REQUIRED SKILLS AND KNOWLEDGE

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

Required skills

- organisational skills to undertake the installation process in a logical manner
- communication skills to liaise with colleagues on straightforward practical operational issues
- literacy skills to interpret site plans and other exhibition documentation
- numeracy skills to count/tally equipment and other physical elements.

Required knowledge

- different exhibition components relevant to the work/industry context
- typical procedures and processes for exhibition installation, including roles and responsibilities of different personnel
- safe manual handling techniques and broader safety issues associated with the movement of physical elements
- relevant organisational and/or legislative occupational health and safety requirements
- packing materials and techniques used for different types of exhibition elements
- range of tools commonly required during the installation/dismantling process
- cultural protocols that impact on installation/dismantling, including those for Aboriginal or Torres Strait Islander material.

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

Evidence of the following is essential:

- competency in handling cultural material with care
- knowledge and application of safe manual handling techniques
- knowledge of procedures and processes for exhibition installation/dismantling
- demonstration of skills through the installation and/or dismantling of physical elements for an exhibition.

Context of and specific resources for assessment

Assessment must ensure:

- involvement of and interaction with a team during the installation/dismantling process
- access to plans and other exhibition documentation
- access to physical exhibition elements.

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 questioning combined with review of portfolios of evidence and third party workplace reports of on-the-job performance by the candidate
- direct observation of the candidate installing/dismantling physical elements
- oral or written questioning to assess knowledge of different types of exhibition, safety issues
- analysis of problem-solving exercises undertaken by the candidate to assess ability to respond to different operational situations and contexts.

Holistic assessment with other units relevant to the industry sector, workplace and job role is recommended, for example:

EVIDENCE GUIDE

- CUFSAF01B Follow health, safety and security procedures.

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.

An ***exhibition*** may be held in many different contexts /environments, and these may include:

- museums
- galleries
- libraries
- other visitor attractions
- theme parks
- corporate events
- festivals

An ***exhibition*** may be:

- temporary
- permanent
- travelling
- developed in-house or externally
- hired, borrowed or presented on behalf of another organisation or community group

Exhibition documentation may include:

- site plans
- floor plans
- event orders
- work instructions
- handling notes
- installation instructions
- travelling condition reports

Site alterations may include:

- removal of existing fittings or displays
- introduction of new utilities or furniture
- change to signage or access routes

On-site construction may be completed in-house or by external contractors, and

- electrical
- carpentry
- metalwork

RANGE STATEMENT

many relate to:

- plumbing

Exhibition elements may include:

- objects
- art works
- display cases, stands, plinths, drawers, racks, tracks
- light fittings
- sound outlets
- film and video screens
- electronic support material
- computer equipment
- environmental monitoring and control systems
- special exhibition features
- customised supports
- hanging system supports

Scope of individual responsibility may relate to:

- authority to handle certain objects
- licensing requirements for undertaking particular types of work

Unit Sector(s)

Not applicable.

Competency field

Competency field Exhibition Development and Management