Australian Government

Department of Education, Employment and Workplace Relations

CULMS504B Organise and monitor exhibition installation/dismantling

Release: 1

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Modification History

Not applicable.

Unit Descriptor

This unit describes the skills and knowledge required to plan and oversee the installation and dismantling of physical exhibition elements.
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Application of the Unit

Not applicable.

Licensing/Regulatory Information

Not applicable.

Pre-Requisites

Not applicable.

Employability Skills Information

Not applicable.

Elements and Performance Criteria Pre-Content

Not applicable.

Elements and Performance Criteria

Elements and Performance Criteria

Element	Performance Criteria
1 Identify and organise physical resource requirements	1.1 Correctly interpret exhibition documentation to determine the scope and type of physical elements required
	1.2 Take account of universal access principles in determining resource requirements
	1.3 Consult with relevant colleagues to discuss and confirm requirements and provide appropriate input to overall exhibition development
	1.4 Complete accurate inventory checks to determine availability of physical resources
	1.5 Identify the need for additional resources and organise or order these in accordance with organisational procedures and relevant budgetary guidelines
	1.6 Identify the need for specialist or external assistance and organise in accordance with organisational procedures and relevant budgetary guidelines
2 Make plans for exhibition installation/dismantling	2.1 Liaise with other exhibition personnel to determine most effective order for the installation/dismantling process
	2.2 Identify and organise relevant physical resource requirements in consultation with other personnel and in accordance with organisational procedures
	2.3 Make realistic estimates of the numbers of people required for installation/dismantling and provide information to relevant personnel
	2.4 Clearly and accurately document plans for installation/dismantling in accordance with organisational procedures
	2.5 Confirm availability of all resources in advance of installation/dismantling

3	Monitor exhibition installation/dismantling	3.1	Provide clear instructions to relevant personnel in relation to installation/dismantling to ensure safety and avoid damage to physical elements
		3.2	Monitor the process to ensure that work is carried out in accordance with instructions
		3.3	Organise appropriate storage and security of exhibition elements, including valuable items and any hazardous materials
4	Complete exhibition reports	4.1	Complete relevant reports and documentation on exhibition installation/dismantling and forward to relevant personnel
		4.2	Identify ways in which processes could potentially be enhanced and include relevant suggestions in reports

Required Skills and Knowledge

Not applicable.

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Evidence Guide

The Evidence Guide describes the underpinning knowledge and skills that must be demonstrated to prove competence.   It is essential for assessment and must be read in conjunction with the Performance Criteria, the Range Statement and the Assessment Guidelines of the relevant Training Package.

Critical aspects of evidence required to demonstrate competency in this unit

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

   ability to organise and co-ordinate the work of team for installation/dismantling

   detailed knowledge of the exhibition set-up process in the relevant industry context

   application of organisational, planning and problem solving skills

Context of assessment and consistency of performance

The assessment context must provide for:

   practical demonstration of skills through the co-ordination of an installation/dismantling process

   involvement of and interaction with a team for whom the candidate can plan and organise work

Relationships to other units

It is recommended that this unit be assessed with or after the following unit:

   BSBFLM404A - Lead work teams

This unit also has linkages to a range of other technical and general supervisory units, and combined assessment and/or training with those units would be appropriate, for example:

   CUVCRS03A - Produce computer-aided drawings

Method of assessment

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

   evaluation of an installation co-ordinated by the candidate

   evaluation of reports prepared by the candidate detailing methods used to organise installation/dismantling, challenges faced and how these were resolved

   case studies and problem-solving exercises to assess ability to plan for different situations and contexts

   review of portfolios of evidence and third party workplace reports of on-the-job performance by the candidate

Assessment methods should closely reflect workplace demands 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].

Essential skills and knowledge

Assessment must include evidence of the following knowledge and skills:

   in depth knowledge of the installation/dismantling process

   planning and organisational requirements for exhibition installation/dismantling, the roles of key personnel and the typical issues and problems encountered

   inventory systems and procedures used for equipment and materials in an exhibitions context

   sources of additional equipment and supplies for different exhibition elements

   sources of specialist assistance relevant to the work context

   Occupational Health and Safety requirements that affect the allocation of work and the movement of physical elements

environmental and other risk factors for both people and physical elements

principles of universal access and impact on installation

technical procedures for handling physical elements in the relevant work context, eg artworks, historical objects

cultural protocols that impact on installation/dismantling, including those for ATSI material

effective communication techniques in relation to team leading

Specific resource requirements

Assessment of this unit requires access to:

an exhibition and exhibition venue

physical exhibition elements

exhibition documentation

Generic employability skills

The seven Key Competencies represent generic skills considered for effective work participation.   The bracketed numbering against each of the Key Competencies indicates the performance level required in this unit.

Level (1) represents the competence to undertake tasks effectively

Level (2) represents the competence to manage tasks

Level (3) represents the competence to use concepts for evaluating and reshaping tasks.

How can communication of ideas and information be applied? - (**2**)

Briefing staff on work requirements

How can information be collected, **analysed and organised**? - (**2**)

Assessing equipment requirements

How are activities planned and organised? - (**2**)

Organising additional resources from external sources

How can team work be applied? - (**2**)

Delegating work

How can the use of mathematical ideas and techniques be applied? - (**1**)

Calculating space requirements

How can problem solving skills be applied? - (**2**)

Working out arrangements for fragile objects

How can the use of technology be applied? - (**1**)

Using the Internet to source external contractors

The Evidence Guide describes the underpinning knowledge and skills that must be demonstrated to prove competence.   It is essential for assessment and must be read in conjunction with the Performance Criteria, the Range Statement and the Assessment Guidelines of the relevant Training Package.

Critical aspects of evidence required to demonstrate competency in this unit

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

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application of organisational, planning and problem solving skills

Context of assessment and consistency of performance

The assessment context must provide for:

practical demonstration of skills through the co-ordination of an installation/dismantling process

involvement of and interaction with a team for whom the candidate can plan and organise work

Relationships to other units

It is recommended that this unit be assessed with or after the following unit:

   BSBFLM404A - Lead work teams

This unit also has linkages to a range of other technical and general supervisory units, and combined assessment and/or training with those units would be appropriate, for example:

   CUVCRS03A - Produce computer-aided drawings

Method of assessment

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

   evaluation of an installation co-ordinated by the candidate

   evaluation of reports prepared by the candidate detailing methods used to organise installation/dismantling, challenges faced and how these were resolved

   case studies and problem-solving exercises to assess ability to plan for different situations and contexts

   review of portfolios of evidence and third party workplace reports of on-the-job performance by the candidate

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   Occupational Health and Safety requirements that affect the allocation of work and the movement of physical elements

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   cultural protocols that impact on installation/dismantling, including those for ATSI material

   effective communication techniques in relation to team leading

Specific resource requirements

Assessment of this unit requires access to:

   an exhibition and exhibition venue

   physical exhibition elements

   exhibition documentation

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How can information be collected, **analysed and organised**? - (**2**)

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How are activities planned and organised? - (**2**)

Organising additional resources from external sources

How can team work be applied? - (**2**)

Delegating work

How can the use of mathematical ideas and techniques be applied? - (**1**)

Calculating space requirements

How can problem solving skills be applied? - (**2**)

Working out arrangements for fragile objects

How can the use of technology be applied? - (**1**)

Using the Internet to source external contractors

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Range Statement

The Range Statement relates to the Unit of Competency as a whole.   It allows for different work environments and situations that will affect performance.

The following variables may be present with training and assessment depending on the work situation, needs of the trainee, accessibility of the item, and local industry and regional contexts.   If bold italicised text is shown in Performance Criteria, details of the text are provided in the Range Statement.

Exhibitions are held in many different contexts /environments, and these may include:

   museums
   galleries
   libraries
   other visitor attractions
   theme parks
   corporate events
   festivals

Exhibitions 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
   concept documentation

Appropriate input to overall exhibition development may relate to:

   operational feasibility of ideas
   own ideas for enhancement of concept or design
   safety issues

Additional resources may include:

   lighting
   audio
   vision systems
   display or other furniture
   costumes
   scenic items

Specialist external assistance may include:

   designers
   artists
   preparators
   printers
   conservators
   builders
   electricians
   other trades people

Organisation of physical resources may relate to:

preparation of the site

transportation

packing, moving and handling of objects or other display items

security

safety

waste management

storage

disposal

recruitment/rostering of additional staff

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safety
waste management
storage
disposal
recruitment/rostering of additional staff

Unit Sector(s)

Not applicable.

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