



Australian Government

Department of Education, Employment and Workplace Relations

CUVCRS14B Prepare, store and maintain finished work

Release: 1

CUVCRS14B Prepare, store and maintain finished work

Modification History

Not Applicable

Unit Descriptor

Unit descriptor

This unit describes the skills and knowledge required to select finished work for storage, to assess its needs for storage and to protect, store and maintain it. This is a support unit for specialisations. The skills and knowledge are not restricted to a particular specialisation but apply across all specialisations depending on the work context. This unit goes beyond and encompasses unit CUVCRS13B Store finished work. This work would normally be carried out under limited supervision or with guidance available if required.

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

Application of the Unit

Not Applicable

Licensing/Regulatory Information

Refer to Unit Descriptor

Pre-Requisites

Prerequisite units

It is highly recommended that this unit be assessed in conjunction with other specialisation units.

Employability Skills Information

Employability skills

This unit contains employability skills.

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 Assess finished work for storage.	<p>1.1 Determine <i>criteria</i> for the selection of <i>finished work</i> to be stored.</p> <p>1.2 Apply criteria to finished work and select work accordingly.</p> <p>1.3 Assess <i>storage needs</i> of selected work based on the condition and type of the work.</p>
2 Store finished work.	<p>2.1 Identify and select <i>appropriate protective materials</i> and conditions for storage.</p> <p>2.2 <i>Correctly follow procedures</i> to organise finished work for <i>storage</i> using selected protective materials.</p> <p>2.3 Safely store in allocated or selected storage space.</p>
3 Maintain stored work.	<p>3.1 Maintain accurate and complete <i>records</i> of stored finished work.</p> <p>3.2 Monitor and review condition of work in storage in accordance with requirement for different types of work.</p>

Required Skills and Knowledge

Required Skills and knowledge

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

Required skills:

- literacy skills sufficient to interpret information related to protection, storage and maintenance of finished work
- numeracy skills sufficient to calculate material requirements for protection, storage and maintenance needs for finished work.

Required knowledge:

Required Skills and knowledge

- knowledge about archival principles and values
- physical properties and capabilities of a range of materials suitable for protection and storage of work (relevant to type of work)
- record keeping systems appropriate for storage and retrieval
- safe storage requirements for the finished work (relevant to type of work)
- awareness of copyright, moral rights and intellectual property issues for the storage and maintenance of stored work
- environmental issues associated with equipment, tools and materials required for the protection and storage of the finished work (relevant to type of work)
- organisational and legislative occupational health and safety procedures in relation to storage and maintenance of finished work.

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

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

- application of techniques and processes to prepare, store, label, register and maintain finished work
- sound knowledge of archival principles and values.

Context of and specific resources for assessment

The assessment context must provide for:

- practical demonstration of skills using required equipment and materials for the selection, protection, storage and maintenance of finished work.

Method of assessment

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

- direct observation of the preparation of finished

EVIDENCE GUIDE

- work for storage
- 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 work and the record keeping system in use
 - written or verbal reports
 - review of portfolios of evidence
 - third party workplace reports of performance by the candidate.

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 e.g. speakers of languages other than English, remote communities and those with interrupted schooling).

Assessment of this unit requires access to the materials, resources and equipment needed to undertake the preparation of finished work for storage and to protect it, store and maintain it safely.

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.

Criteria for finished work may include:

- archival values
- available space
- exemplar potential of the work
- number, quantity, size
- personal affinity to the pieces of work
- quality of work
- uses of work
- usefulness in the future.

Storage needs based on the condition of the work may include:

- consideration of archival values
- deciding on the best form of storage for that work in its condition
- simple repairs prior to storage, e.g. to mounted materials
- stabilising any damage to prevent deterioration in storage.

Appropriate protective materials may include those that respond to:

- archival materials
- CD cases
- characteristics of the materials used in the work (acid free wrapping/mount board, water absorbent, reflective)
- enclosures
- folders
- form of the artwork (upright, flat)
- fragility (padding, tissue, bubble wrap, box framing)
- negative sleeves.

RANGE STATEMENT

Correctly following procedures may include:

- protocols for the recording and registration of stored work, including ethical considerations
- verbal instructions
- workplace procedures which may relate to such things as safety, process-specific procedures, use of materials, recycling, cost control, reporting.

Storage space may be selected by the candidate, or may be allocated in a training or work environment. Storage space should enable the safe storage of finished work. This may include consideration of:

- archival values
- dampness, humidity
- dust
- electromagnetic fields
- insects
- fungi
- light sensitive characteristics of the image
- light, fading.

Records may include:

- electronic records, e.g. including image archiving software
- labelling of work (number, title, medium, year produced)
- list of stored finished work
- model release
- permits, contracts containing conditional usage requirements
- register of all stored and finished work, e.g. date and usage of photographic material
- slide library.

Unit Sector(s)

Not Applicable