



Australian Government

Department of Education, Employment and Workplace Relations

CUVPRP203A Store finished creative work

Release: 1

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Modification History

Version	Comments
CUVPRP203A	This version first released with <i>CUV11 Visual Arts, Craft and Design Training Package version 1.0</i>

Unit Descriptor

This unit describes the performance outcomes, skills and knowledge required to complete activities for the storage of finished creative work.

Application of the Unit

Individuals who handle and store any type of creative work apply the skills and knowledge in this unit. They could be handling their own work, or operating in an artist-run studio, gallery, exhibition space or educational institution. At this level, work is usually undertaken under supervision.

More complex skills associated with selecting and organising works for storage are covered in CUVPRP403A Select and organise finished work for storage.

Licensing/Regulatory Information

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

Pre-Requisites

Not applicable.

Employability Skills Information

This unit contains employability skills.

Elements and Performance Criteria Pre-Content

Element	Performance Criteria
<i>Elements describe the essential outcomes of a unit of competency.</i>	<i>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.</i>

Elements and Performance Criteria

1. Prepare to store work	<p>1.1 Identify work for storage in consultation with <i>appropriate people</i></p> <p>1.2 Clarify <i>factors</i> that need to be taken into account when storing work</p> <p>1.3 Identify <i>action</i> that needs to be taken prior to storing finished work</p> <p>1.4 Identify <i>suitable storage areas</i></p> <p>1.5 Organise or obtain <i>materials</i> required for storage preparation</p>
2. Complete storage tasks	<p>2.1 procedures to prepare finished work for storage</p> <p>2.2 Handle work safely and in a manner that maintains the integrity of the work</p> <p>2.3 Use safe manual handling procedures to avoid injury or damage</p> <p>2.4 Promptly identify any problems, take action within scope of individual responsibility or refer to appropriate people</p> <p>2.5 Complete storage documentation as required</p>

Required Skills and Knowledge

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

Required skills

- communication skills to clarify verbal and written instructions related to the storage of works
- initiative and enterprise skills to take appropriate action if problems arise during the storage process
- literacy skills to:
 - read product descriptions and material handling procedures
 - complete routine workplace documentation
- numeracy skills to:
 - take basic measurements
 - calculate quantity of protective and/or storage materials required
- planning and organising skills to:
 - complete processes
 - follow procedures in a logical and timely fashion
- self-management skills to complete storage tasks on time.

Required knowledge

- fundamental archival principles and values
- basic requirements for storing finished works relevant to the type of work being stored
- security issues associated with storing works
- physical properties of materials most commonly used for protection and storage of works
- manual handling procedures relevant to the work context
- sustainability issues relevant to works being stored
- OHS procedures and legislation that apply to the storage of work in the relevant context.

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.

Overview of assessment	
Critical aspects for assessment and evidence required to demonstrate competency in this unit	Evidence of the ability to: <ul style="list-style-type: none">• use appropriate techniques and materials to prepare works for storage• follow correct procedures for storing work.
Context of and specific resources for assessment	Assessment must ensure access to: <ul style="list-style-type: none">• works for storage• storage areas and materials.
Method of assessment	<p>A range of assessment methods should be used to assess practical skills and knowledge. The following examples are appropriate for this unit:</p> <ul style="list-style-type: none">• observation of the candidate preparing work for storage• discussion and questioning about the care and protection of finished work• review of portfolios of evidence• review of third-party reports from experienced practitioners. <p>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, such as speakers of languages other than English remote communities and those with interrupted schooling).</p>
Guidance information for assessment	Holistic assessment with other units relevant to the industry sector, workplace and job role is recommended.

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.

<i>Appropriate people</i> may include:	<ul style="list-style-type: none"> • client or commissioning body • current industry practitioners • information professionals, such as librarians and museum staff • managers • mentors • supervisors • teachers.
<i>Factors</i> may include:	<ul style="list-style-type: none"> • available space • materials required to prepare works for storage • personal affinity to pieces of work • physical characteristics of storage locations • potential of works to be used as exemplars • quality of works • quantity and size of works • usefulness in the future • workplace procedures: <ul style="list-style-type: none"> • cost control • recycling • reporting procedures • safety procedures • security requirements • use of materials.
<i>Action</i> may involve:	<ul style="list-style-type: none"> • cleaning works • completing processes • identifying damage to works and remedial action required • identifying elements missing from works • preparing and applying materials required for storage.
<i>Suitable storage areas</i> may relate to:	<ul style="list-style-type: none"> • access to storage facility • archival value • cost • dampness • fading

	<ul style="list-style-type: none">• humidity• light.
Materials may include:	<ul style="list-style-type: none">• acid free interleaving or wrapping• CD cases• enclosures• folders• negative sleeves• protective enclosure:<ul style="list-style-type: none">• boxes• canisters• tubing• protective wrapping:<ul style="list-style-type: none">• bubble wrap• cardboard.

Unit Sector(s)

Industry capability – professional practice