



**Australian Government**

**Department of Education, Employment and Workplace Relations**

# **MEM19039A Plan, conduct and supervise a jewellery and object exhibition**

**Release: 1**

## **MEM19039A Plan, conduct and supervise a jewellery and object exhibition**

### **Modification History**

Not applicable.

### **Unit Descriptor**

This unit of competency covers the skills and knowledge required to coordinate jewellery exhibitions from the conceptual stage through to the design, planning, implementation and evaluation stages.

### **Application of the Unit**

This unit applies to private and public exhibitions of 3D objects from one of more contributors.

### **Licensing/Regulatory Information**

Not applicable.

### **Pre-Requisites**

Not applicable.

### **Employability Skills Information**

This unit contains employability skills.

### **Elements and Performance Criteria Pre-Content**

Not applicable.

### **Elements and Performance Criteria**

- |   |  |     |  |
|---|--|-----|--|
| 1 | Identify exhibition's or program's purpose, aims and rationale | 1.1 | Clarify and confirm the exhibition's aims, objectives and purpose, and confirm feasibility within existing technical and spatial constraints, resources and timeframes |
|   |  | 1.2 | Engage all relevant personnel and stakeholders and gain input on overall message, subject matter, style and intended target audience                                   |
|   |  | 1.3 | Confirm that the agreed purpose, aims and objectives are phil  |

- culturally acceptable and complementary to other organisations
- 2 Confirm type of exhibition or program and develop plan
    - 1.4 Determine range of jewellery or object items to be included and
    - 2.1 Determine suitable options for jewellery or object exhibition or program through consultation with relevant personnel
    - 2.2 Assess options against existing constraints and financial resources to determine appropriate format
    - 2.3 Present selection and rationale to stakeholders to gain approval
    - 2.4 Develop plans detailing the nature and scope of the program, resources required and timeframe
    - 2.5 Identify opportunities for related activities, public relations and marketing
    - 2.6 Detail the operational requirements for the exhibition or program through consultation with relevant parties
    - 2.7 Identify and document funds and other resources required
    - 2.8 Identify and document safety hazards and determine risk controls to be implemented
  - 3 Prepare to hold the exhibition or program
    - 3.1 Establish and confirm the financial and physical resources, personnel and organisational structures required
    - 3.2 Identify staff responsibilities and conduct briefings with all relevant personnel
    - 3.3 Determine and source jewellery or objects to be included and ensure they align with exhibition or program objectives
    - 3.4 Evaluate the contribution of jewellery or object pieces to the overall objectives of exhibition or program
    - 3.5 Establish and action promotional and public relations activities to ensure reaching the audience
    - 3.6 Confirm evaluation mechanisms through consultation and negotiation
    - 3.7 Ensure occupational health and safety (OHS) requirements and procedures are established
    - 3.8 Assess the environmental implications of the exhibition or program and ways to minimise impacts

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|---|--------------------------------------|--|
| 4 | Manage implementation                | 4.1 Follow agreed plans and procedures and coordinate the program as intended                        |
|   |                                      | 4.2 Ensure transportation and placement of jewellery or objects is safe and items are not damaged    |
|   |                                      | 4.3 Deploy and coordinate personnel as required  |
|   |                                      | 4.4 Make variations, adjustments and changes to plan, as required, without compromising the activity |
|   |                                      | 4.5 Obtain and monitor audience feedback and other performance indicators                            |
|   |                                      | 4.6 Monitor safety and environmental impacts and make adjustments to improve outcomes                |
| 5 | Evaluate effectiveness of exhibition | 5.1 Determine evaluation questions, sources of evaluation data and methods for collecting data       |
|   |                                      | 5.2 Develop and implement suitable and valid methods for collecting data                             |
|   |                                      | 5.3 Collate, analyse and report evaluation data  |
|   |                                      | 5.4 Document exhibition/program outcomes and identify benefits and areas for improvement             |
|   |                                      | 5.5 Present findings to relevant stakeholders  |

## Required Skills and Knowledge

Required knowledge includes:

- specialised knowledge of subject areas
- the institution's policies and priorities for exhibitions and public programs
- legal, ethical and financial requirements for exhibitions and public programs
- insurance and indemnity requirements
- cultural protocols and applying cross-cultural sensitivity and effective communication techniques to all communications
- Indigenous culture and issues
- intellectual and copyright issues
- safe work and manual handling procedures
- the institution's users and their needs
- sources of expert advice
- security and protection of the collection
- conservation methods and principles
- evaluation techniques
- effective customer service
- proposal development
- exhibition presentation techniques
- audience development

Required skills include:

- applying lateral thinking skills and solving difficult or unusual problems
- applying a wide range of highly specialised technical, creative or conceptual skills
- managing functions of others
- managing projects
- planning projects, funding and management
- developing and delivery programs
- listening, questioning and clarifying
- writing business letters, proposals, project plans and reports
- reading detailed planning documents
- speaking clearly, concisely and in a friendly manner
- planning, implementing, monitoring and evaluating projects
- working collaboratively in a team
- leading a team
- networking within the community
- managing human, financial and technical resources
- preparing budgets and resource estimates
- planning marketing

## Evidence Guide

<b>Overview of assessment</b>	A person who demonstrates competency in this unit must be able to plan and implement a jewellery and object exhibition according to organisational objectives and requirements.
<b>Critical aspects for assessment and evidence required to demonstrate competency in this unit</b>	<p>Assessors must be satisfied that the candidate can competently and consistently:</p> <ul style="list-style-type: none"> <li>• implement OHS workplace procedures and practices, including the use of risk control measures</li> <li>• develop a plan for a jewellery and object exhibition which details all aspects of the activity, including use of resources, marketing and operational plans</li> <li>• coordinate the implementation of a jewellery and object exhibition</li> <li>• assess the impacts of the exhibition.</li> </ul>
<b>Context of and specific resources for assessment</b>	<ul style="list-style-type: none"> <li>• Assessment may occur on the job or in an appropriately simulated environment. Access is required to real or appropriately simulated situations, including work areas, materials and equipment, and to information on workplace practices and OHS practices.</li> <li>• Where applicable, reasonable adjustment must be made to work environments and training situations to accommodate ethnicity, age, gender, demographics and disability.</li> <li>• Access must be provided to appropriate learning and/or assessment support when required. Where applicable, physical resources should include equipment modified for people with disabilities.</li> </ul>
<b>Method of assessment</b>	<ul style="list-style-type: none"> <li>• Assessment must satisfy the endorsed Assessment Guidelines of the MEM05 Metal and Engineering Training Package.</li> <li>• Assessment methods must confirm consistency and accuracy of performance (over time and in a range of workplace relevant contexts) together with application of underpinning knowledge.</li> <li>• Assessment methods must be by direct observation of tasks and include questioning on underpinning knowledge to ensure its correct interpretation and application.</li> <li>• Assessment may be applied under project-related conditions (real or simulated) and require evidence of process.</li> <li>• Assessment must confirm a reasonable inference that</li> </ul>

	<p>competency is able not only to be satisfied under the particular circumstance, but is able to be transferred to other circumstances.</p> <ul style="list-style-type: none"><li>• Assessment may be in conjunction with assessment of other units of competency where required.</li></ul>
<b>Guidance information for assessment</b>	Assessment processes and techniques must be culturally appropriate and appropriate to the language and literacy capacity of the candidate and the work being performed.

## Range Statement

<b>OHS requirements</b>	<p>OHS requirements may include:</p> <ul style="list-style-type: none"> <li>• legislative and regulatory requirements</li> <li>• protective equipment</li> <li>• material safety management systems</li> <li>• hazardous substances and dangerous goods code</li> <li>• local safe operation procedures</li> </ul>
<b>Constraints</b>	<p>Constraints may include:</p> <ul style="list-style-type: none"> <li>• physical or environmental</li> <li>• financial</li> <li>• human</li> <li>• ethical</li> <li>• cultural</li> <li>• time</li> </ul>
<b>Operational requirements</b>	<p>Operational requirements may include:</p> <ul style="list-style-type: none"> <li>• physical access</li> <li>• security</li> <li>• audience awareness</li> <li>• publications</li> <li>• catering</li> <li>• Commercial activities</li> </ul>
<b>Resources</b>	<p>Resources may include:</p> <ul style="list-style-type: none"> <li>• venue</li> <li>• display items</li> <li>• display accessories</li> <li>• display media, information and images</li> <li>• lighting</li> <li>• catering</li> <li>• administrative and financial resources</li> <li>• personnel</li> <li>• insurance and indemnification requirements</li> <li>• financial requirements</li> </ul>
<b>Environmental requirements</b>	<p>Environmental requirements may relate to:</p> <ul style="list-style-type: none"> <li>• liquid waste</li> <li>• solid waste</li> <li>• gas, fumes, vapour, smoke emissions, including fugitive emissions, and dust</li> <li>• excessive energy and water use</li> </ul>



	<ul style="list-style-type: none"><li>• excessive noise</li></ul>
<b>Appropriate personnel</b>	<p>Appropriate personnel may include:</p> <ul style="list-style-type: none"><li>• supervisors</li><li>• managers</li><li>• trainers</li><li>• mentors</li><li>• teachers</li><li>• team members</li><li>• subject matter experts</li><li>• curators</li><li>• conservators</li><li>• educators</li><li>• audiovisual specialists</li><li>• information technology specialists</li><li>• editors</li><li>• designers</li><li>• engineers</li><li>• architects</li><li>• historians</li><li>• draftspeople</li><li>• suppliers and contractors</li></ul>
<b>Sources of evaluation data</b>	<p>Sources of evaluation data may include:</p> <ul style="list-style-type: none"><li>• attendance records</li><li>• visitor surveys, interviews, focus groups and advisory groups/committees</li><li>• booking records</li><li>• staff observations and knowledge</li><li>• media coverage</li></ul>

## Unit Sector(s)

Jewellery and horological

## Custom Content Section

Not applicable.