ZZZ00 Dummy Training Package
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CULMS504B Organise and monitor exhibition installation/dismantling

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Unit Descriptor

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

Unit Sector

No sector assigned

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

To be reviewed by: TBA

KEY COMPETENCIES

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.

Key Competency	Example of Application	Performance Level
Communicating ideas and information	Briefing staff on work requirements	2
Collecting analysing and organising information	Assessing equipment requirements	2
Planning and organising activities	Organising additional resources from external sources	2
Working with others and in teams	Delegating work	2
Using mathematical ideas and techniques	Calculating space requirements	1
Solving problems	Working out arrangements for fragile objects	2
Using technology	Using the Internet to source external contractors	1

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

To be reviewed by: TBA

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

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, eg: • 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 [eg 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].

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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