



Australian Government

CUAEVP403 Install and dismantle exhibition elements

Release: 1

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Modification History

Release	Comments
Release 1	This version first released with CUA Creative Arts and Culture Training Package version 2.0.

Application

This unit describes the skills and knowledge required to install and dismantle the physical elements of permanent and temporary exhibitions. It involves working in line with established exhibition plans and procedures.

It applies to individuals who work under guidance and supervision as exhibition venue staff or independent exhibition contractors in both business and community environments.

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

Unit Sector

Cultural services - exhibitions and visitor programs

Elements and Performance Criteria

ELEMENT	PERFORMANCE CRITERIA
<i>Elements describe the essential outcomes.</i>	<i>Performance criteria describe the performance needed to demonstrate achievement of the element.</i>
1. Confirm exhibition specifications	1.1 Review exhibition documentation and confirm requirements with relevant personnel 1.2 Identify materials, equipment and resources required for exhibitions with the assistance of relevant personnel 1.3 Confirm procedures and responsibilities for handling collection material, and installing and dismantling exhibitions 1.4 Establish an agreed project timeline with stakeholders
2. Prepare exhibition sites	2.1 Confirm site alterations are made in response to installation purposes 2.2 Ensure site is suitable and secure according to technical

ELEMENT	PERFORMANCE CRITERIA
	specifications 2.3 Complete or organise on-site construction as required
3. Position and remove exhibition elements	3.1 Install and dismantle exhibition elements according to exhibition requirements, available floor plans, and safety and security requirements 3.2 Pack, unpack, handle and move physical elements according to agreed plans, within required timeframes, and in line with scope of individual responsibility 3.3 Use safe manual handling techniques consistent with organisational procedures respecting the integrity of exhibition elements 3.4 Identify and resolve problems promptly within scope of own role
4. Finalise process	4.1 Clear and clean work areas according to organisational procedures, and safe and sustainable work practices 4.2 Return elements safely to appropriate locations according to exhibition documentation and plans 4.3 Follow required recordkeeping procedures regarding installing and dismantling exhibition elements

Foundation Skills

This section describes language, literacy, numeracy and employment skills incorporated in the performance criteria that are required for competent performance.

Skill	Performance Criteria	Description
Reading	1.1, 1.2, 2.2, 4.2, 4.3	Comprehends information in a variety of procedures, drawings, work plans and exhibition documentation to determine requirements
Writing	4.3	Uses industry-related terminology to complete required workplace documentation
Oral communication	1.1, 1.4	Interacts effectively in verbal exchanges, using active listening and questioning, to convey and clarify information
Numeracy	1.1, 3.1, 3.2, 4.2	- Interprets mathematical information embedded in floor plans and other documentation - Uses basic arithmetic to count items and calculate

		measurements and time
Navigate the world of work	1.3, 2.2, 3.1-3.3, 4.1-4.3	- Understands responsibilities and boundaries of own role - Complies with policies, procedures and regulatory requirements
Interact with others	1.1, 1.4	Cooperates with others and contributes to work practices where joint outcomes are expected and deadlines are to be met
Get the work done	1.1-1.4, 2.1, 2.3, 3.1, 3.2, 3.4, 4.3	- Plans, organises and completes required tasks according to procedures - Identifies problems and takes appropriate action to resolve them

Unit Mapping Information

Code and title current version	Code and title previous version	Comments	Equivalence status
CUAEVP403 Install and dismantle exhibition elements	CULEVP403A Install and dismantle exhibition elements	Updated to meet Standards for Training Packages and clarify intent. Minor edits to elements.	Equivalent Unit

Links

Companion Volume implementation guides are found in VETNet -

<https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=1db201d9-4006-4430-839f-382ef6b803d5>

Assessment Requirements for CUA EVP403 Install and dismantle exhibition elements

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Performance Evidence

Evidence of the ability to:

- identify exhibition requirements and confirm procedures and processes for installation and dismantling with relevant people
- work with others to prepare exhibition by agreed timelines, including:
 - confirming that the site has been prepared
 - installing and dismantling exhibition elements according to requirements
 - packing, unpacking, handling and moving physical elements of exhibitions with care
 - using safe manual handling techniques
 - identifying and resolving or referring problems to others
- follow procedures for recordkeeping, cleaning and returning elements.

Note: If a specific volume or frequency is not stated, then evidence must be provided at least once.

Knowledge Evidence

To complete the unit requirements safely and effectively, the individual must:

- identify different exhibition components relevant to the work or industry context
- explain typical processes for installing and dismantling an exhibition
- outline roles and responsibilities of personnel involved in staging exhibitions
- explain packing materials and techniques used for a range of exhibition elements
- identify tools commonly used for installing and dismantling exhibitions
- explain key features of organisational procedures, guidelines and requirements relating to installing and dismantling exhibition elements:
 - cleaning
 - purchasing required supplies
 - record-keeping

- security issues when work is underway
- storage of packaging materials
- work health and safety requirements
- waste disposal.

Assessment Conditions

Assessment must be conducted in a safe environment where evidence gathered demonstrates consistent performance of typical activities experienced in creative arts industry environments. The assessment environment must include access to:

- plans and other exhibition documentation
- physical exhibition elements
- a venue to install or dismantle
- interaction with others.

Assessors of this unit must satisfy the requirements for assessors in applicable vocational educational and training legislation, frameworks and/or standards.

Links

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