



Australian Government

CUA EVP413 Install and dismantle exhibition elements

Release: 1

CUAEVP413 Install and dismantle exhibition elements

Modification History

Release	Comments
Release 1	This version first released with CUA Creative Arts and Culture Training Package Version 5.0.

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 to prepare exhibition sites, install and dismantle exhibition elements and finalise exhibition activities.

The unit applies to those 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 exhibition requirements with required personnel 1.2 Identify materials, equipment and resources required for exhibition with assistance of required personnel 1.3 Confirm procedures, responsibilities, and cultural sensitivities for handling collection material, and installing and dismantling exhibition 1.4 Establish and agree on project timeline with stakeholders
2. Prepare exhibition sites	2.1 Confirm site alterations are made for installation purposes 2.2 Confirm site meets exhibition and security requirements 2.3 Complete or organise on-site construction as required

ELEMENT	PERFORMANCE CRITERIA
3. Position and remove exhibition elements	3.1 Unpack, handle, move, and install exhibition elements according to exhibition requirements, timeframes and scope of individual responsibility 3.2 Dismantle, handle, move and pack exhibition elements according to exhibition requirements, timeframes and scope of individual responsibility 3.3 Identify and resolve problems within scope of own role according to organisational policies and procedures
4. Finalise process	4.1 Clear and clean work areas according to organisational policies and procedures 4.2 Return elements safely to required locations according to exhibition documentation and plans 4.3 Complete recordkeeping procedures according to organisational policies and procedures

Foundation Skills

This section describes those language, literacy, numeracy and employment skills that are essential to performance but not explicit in the performance criteria.

SKILL	DESCRIPTION
Numeracy	- Interprets mathematical information embedded in floor plans and other documentation - Counts items and calculates measurements and time using basic arithmetic
Oral communication	Interacts effectively and conveys and clarifies information in verbal exchanges using active listening and questioning techniques
Reading	Comprehends information in different procedures, drawings, work plans and exhibition documentation
Writing	Completes required workplace documentation using industry-related terminology
Initiative and enterprise	Identifies problems and takes appropriate action to resolve them
Planning and organising	Plans, organises and completes required tasks according to organisational policies and procedures
Self-management	- Understands responsibilities and boundaries of own role - Complies with policies, procedures and regulatory requirements
Teamwork	Cooperates with others and contributes to work practices where joint

SKILL	DESCRIPTION
	outcomes are expected and deadlines are to be met

Unit Mapping Information

Supersedes and is equivalent to CUA EVP403 Install and dismantle exhibition elements.

Links

Companion Volume Implementation Guide is found on VETNet -

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

Assessment Requirements for CUA EVP413 Install and dismantle exhibition elements

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Performance Evidence

The candidate must demonstrate the ability to complete the tasks outlined in the elements, performance criteria and foundation skills of this unit, including evidence of the ability to:

- install and dismantle exhibition elements on at least one occasion according to exhibition requirements, including:
 - identifying exhibition requirements and confirming procedures and processes for installing and dismantling exhibition elements with required personnel
 - following procedures for recordkeeping, cleaning and returning elements.

In the course of the above, the candidate must:

- work with others and prepare exhibition according to exhibition requirements, including:
 - confirming that the site has been prepared
 - packing, unpacking, handling and moving physical elements of exhibitions with care
 - using safe manual handling techniques
 - handling collection material in culturally sensitive manner
 - identifying and resolving or referring problems to others.

Knowledge Evidence

The candidate must be able to demonstrate knowledge to complete the tasks outlined in the elements, performance criteria and foundation skills of this unit, including knowledge of:

- different exhibition components applicable to the work or industry context
- typical processes for installing and dismantling an exhibition
- techniques for calculating and interpreting mathematical information
- roles and responsibilities of personnel involved in staging exhibitions
- packing materials and techniques used for different exhibition elements
- technology used to install and dismantle exhibitions and conduct record-keeping
- cultural significance of collection materials handled when installing and dismantling exhibitions
- types of tools commonly used for installing and dismantling exhibitions

- common exhibition requirements for installing and dismantling exhibitions, including those relating to:
 - timeliness of work tasks
 - technical specifications of exhibition site
 - sites to install exhibitions
- organisational policies and procedures for installing and dismantling exhibition elements, including those relating to:
 - purchasing required supplies
 - recordkeeping
 - security issues when work is underway
 - problem response times
 - storing packaging materials
 - returning exhibition elements
 - work health and safety (WHS) and sustainability requirements
 - cleaning and waste disposal
 - safe manual handling techniques.

Assessment Conditions

Skills in this unit must be demonstrated in a workplace or simulated environment where the conditions are typical of those in a working environment in this industry.

This includes access to:

- plans and other exhibition documentation
- physical exhibition elements
- exhibition venue
- interaction with others required to demonstrate the performance evidence.

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

Links

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