



Australian Government

CUAEVP413 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 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>