



Australian Government

CUAEVP501 Coordinate the installation and dismantling of exhibitions

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 organise and monitor the installation and dismantling of physical exhibition elements.

It applies to individuals who work as exhibition venue staff or independent exhibition contractors in many different contexts in both business and community environments. They tend to be autonomous, and may be required to lead and manage a team and consult with various exhibition stakeholders.

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. Identify physical resource requirements	1.1 Review exhibition documentation to determine the scope and type of exhibition elements required 1.2 Confirm budget and resources required for exhibitions 1.3 Provide appropriate input into the overall planning of exhibitions 1.4 Check inventory to determine availability of physical resources 1.5 Order additional resources as required and according to organisational procedures and budgetary guidelines 1.6 Assess the need for specialist or external assistance and where

ELEMENT	PERFORMANCE CRITERIA
	required organise according to organisational procedures
2. Plan the installation and dismantling of exhibitions	2.1 Liaise with exhibition personnel to determine the most effective sequence for installing and dismantling exhibitions 2.2 Document plans for installation or dismantling according to organisational procedures 2.3 Confirm availability of resources in advance of installation and dismantling 2.4 Organise physical resources
3. Coordinate operations	3.1 Provide clear instructions to relevant personnel in relation to installation or dismantling to ensure safety and avoid damage to physical elements 3.2 Monitor operations to ensure that work is carried out according to instructions and within required budget and timeframes 3.3 Deal with problems that arise in ways that minimise disruption to work operations and schedules 3.4 Organise appropriate storage and security of exhibition elements, including valuable items and hazardous materials
4. Complete exhibition operations	4.1 Complete relevant exhibition documentation and reports and forward to relevant personnel as required 4.2 Seek feedback from stakeholders and team members about ways to improve processes 4.3 Identify aspects of operations that worked well and ways to enhance those aspects in future projects

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, 1.4	Gathers and interprets information in a variety of procedures, drawings, work plans and exhibition documentation to determine and meet requirements
Writing	2.2, 4.1	Develops textual information for a specific audience using clear and detailed language and numerical data to convey information, requirements and

		recommendations
Oral communication	1.6, 2.1, 3.1, 4.2	- Interacts effectively in verbal exchanges, using language and features appropriate to the audience and context - Uses active listening and questioning skills to clarify information and to elicit the views and opinions of others - Provides clear instructions to others
Numeracy	1.2, 1.4, 1.5, 4.1	Uses mathematical skills to monitor project costs, budgets and timeframes
Navigate the world of work	1.5, 1.6, 2.2, 3.1	Understands and complies with organisational policies and procedures and regulatory requirements
Interact with others	1.6, 2.1, 3.1, 4.2	Collaborates with others to achieve joint outcomes playing an active role in leading work operations
Get the work done	1.1-1.6, 2.1- 2.4, 3.2-3.4, 4.1, 4.3	- Plans and schedules complex activities for self and others, taking responsibility for determining job priorities, resources and equipment - Monitors progress of plans making adjustments when required and addresses problems that arise - Uses problem-solving skills to identify and address issues that arise

Unit Mapping Information

Code and title current version	Code and title previous version	Comments	Equivalence status
CUA EVP501 Coordinate the installation and dismantling of exhibitions	CULEVP501A Coordinate the installation and dismantling of exhibitions	Updated to meet Standards for Training Packages and clarify intent.	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 EVP501 Coordinate the installation and dismantling of exhibitions

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Performance Evidence

Evidence of the ability to:

- use documentation to determine exhibition elements, budget and resource requirements
- discuss and document plans for installation and dismantling of exhibitions
- instruct and supervise personnel who are installing and dismantling exhibition components to ensure safe handling of all elements
- organise and manage resources, storage and security of exhibition elements
- deal efficiently with disruptive issues that may arise in the context of installing and dismantling exhibitions
- complete required documentation and reports.

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:

- explain organisational procedures, guidelines, processes and requirements relevant to the following exhibition installation and dismantling elements:
 - budget
 - inventory systems and procedures used for equipment and materials in the context of exhibitions
 - security
 - recordkeeping
 - technical procedures for handling physical elements, including artworks and historical objects
 - cleaning and waste disposal.
- discuss cultural protocols that could impact on installation and dismantling
- identify packing materials and techniques used for different types of exhibition elements

- list tools commonly used for installing and dismantling exhibitions and describe their safe use
- outline relevant organisational and legislative work health and safety requirements, including those that affect the allocation of work and the movement of physical elements
- outline roles and responsibilities of personnel involved in staging exhibitions
- list sources of exhibition equipment and supplies
- identify sources of specialist assistance relevant to the work context.

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:

- an exhibition venue
- physical exhibition elements
- exhibition documentation
- organisational procedures
- 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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