



Australian Government

CUAPPR403 Store and maintain finished creative work

Release: 1

CUAPPR403 Store and maintain finished creative work

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 select a finished creative work for storage, assess its storage needs, protect it while preparing it for storage, and maintain it during storage. The unit also involves interpreting and applying archival principles and values during the process.

It applies to individuals who work in all areas of creative practice. They could be responsible for storing and maintaining finished works in their own practice, or those in an artist-run studio, gallery, exhibition space or educational institution.

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

Unit Sector

Industry capability – professional practice

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. Assess finished works for storage	1.1 Determine criteria for selecting finished works to be stored 1.2 Select works for storage based on established criteria 1.3 Assess storage needs of selected works, taking into account their condition and nature
2. Organise storage of finished works	2.1 Identify and select suitable storage and appropriate protective materials and conditions for safe and sustainable storage 2.2 Ensure that required procedures are followed to prepare works for storage

ELEMENT	PERFORMANCE CRITERIA
	2.3 Ensure that works are safely stored in allocated or selected storage spaces
3. Maintain stored works	3.1 Maintain accurate and complete records of stored finished work 3.2 Protect confidential information and adhere to copyright requirements in the storage of records 3.3 Monitor and review condition of work in storage according to its specific requirements 3.4 Adjust storage arrangements promptly as required

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	1.3, 2.2	Interprets information in a range of formats to determine archival requirements and suitable procedures for protecting, storing and maintaining finished creative work
Writing	3.1	- Uses specific and relevant language to maintain an accurate electronic or hard copy register of stored works, including any permits or contracts that apply - Labels stored works legibly with such details as title, medium, year produced
Navigate the world of work	3.1, 3.2	Appreciates the implications of legal and regulatory responsibilities related to stored work
Get the work done	1.1-1.3, 2.1-2.3, 3.3, 3.4	- Plans and organises tasks ensuring correct procedures are followed - Evaluates effectiveness of decisions in terms of how well storage and maintenance goals are met - Recognises early indicators of change to the condition of stored works and responds appropriately to circumvent or prevent further setbacks

Unit Mapping Information

Code and title current version	Code and title previous version	Comments	Equivalence status
CUAPPR403 Store and maintain finished creative work	CUVPRP403A Select and organise finished work for storage	Updated to meet Standards for Training Packages and clarify intent. Title changed.	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 CUAPPR403 Store and maintain finished creative work

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Performance Evidence

Evidence of the ability to:

- select finished creative works for storage according to established criteria
- decide on best form of storage, given the condition of specific works
- organise the safe and sustainable preparation and storage of finished works in line with required protective materials and procedures
- maintain stored works in a manner consistent with archival principles and values
- anticipate and respond to issues affecting the storage of finished works.

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 archival principles and values
- discuss physical properties and capabilities of a range of materials suitable for protecting and storing work in the relevant area of creative practice
- explain work health and safety (WHS) procedures for storing and maintaining finished works, including safe manual handling techniques
- outline the following requirements for preparing and storing creative works:
 - materials required to prepare works for storage
 - protocols for recording and registering stored work, including ethical considerations
 - recordkeeping systems appropriate for storage and retrieval of creative works, including key features of suitable archiving software
 - security requirements relating to storing works of value
- list and describe factors to be considered in regard to the storage location of creative works, including:
 - environmental conditions required to maintain the integrity of stored work

- light-sensitive characteristics of images
- describe the procedures required to maintain creative works in storage, including:
 - common early indicators that storage arrangements may need to be adjusted
 - processes for preventing or stabilising deterioration of stored works
- summarise sustainability issues associated with equipment, tools and materials required for protecting and storing finished works in the relevant 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:

- areas suitable for storage of finished work.

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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