



Australian Government

CULMS504C Organise and monitor exhibition installation/dismantling

Revision Number: 1

CULMS504C Organise and monitor exhibition installation/dismantling

Modification History

Not applicable.

Unit Descriptor

Unit descriptor

This unit describes the performance outcomes, skills and knowledge required to plan and oversee the installation and dismantling of physical exhibition elements.

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

Application of the Unit

Application of the unit

Exhibitions take place in many different contexts and environments across both businesses and the community. This unit allows for broad application and work may be undertaken by exhibition venue staff or by independent exhibition contractors. Exhibitions may be temporary or permanent in nature. The unit requires the application of planning and organisational skills in a team leadership or managerial capacity. Work is undertaken autonomously in consultation with various exhibition stakeholders.

Operational level exhibition installation and dismantling skills are covered in CULMS407C Install and dismantle exhibition elements.

Licensing/Regulatory Information

Not applicable.

Pre-Requisites

Prerequisite units

Nil

Employability Skills Information

Employability Skills The required outcomes described in this unit of competency contain applicable facets of Employability Skills. The Employability Skills Summary for the qualification in which this unit of competency is packaged, will assist in identifying Employability Skills requirements.

Elements and Performance Criteria Pre-Content

Elements describe the essential outcomes of a unit of competency.

Performance criteria describe the performance needed to demonstrate achievement of the element. Where bold italicised text is used, further information is detailed in the required skills and knowledge section and the range statement. Assessment of performance is to be consistent with the evidence guide.

Elements and Performance Criteria

ELEMENT	PERFORMANCE CRITERIA
1 Identify and organise physical resource requirements	1.1 Correctly interpret <i>exhibition documentation</i> to determine the scope and type of physical elements required 1.2 Take account of universal access principles in determining resource requirements 1.3 Consult with relevant colleagues to discuss and confirm requirements and provide <i>appropriate input to overall exhibition development</i> 1.4 Complete accurate inventory checks to determine availability of physical resources 1.5 Identify the need for <i>additional resources</i> and order or undertake <i>organisation of physical resources</i> in accordance with organisational procedures and relevant budgetary guidelines 1.6 Identify the need for <i>specialist or external assistance</i> and organise in accordance with organisational

ELEMENT	PERFORMANCE CRITERIA
	procedures and relevant budgetary guidelines
2 Make plans for exhibition installation/dismantling	2.1 Liaise with other exhibition personnel to determine most effective order for the installation/dismantling process 2.2 Identify and organise relevant physical resource requirements in consultation with other personnel and in accordance with organisational procedures 2.3 Make realistic estimates of the numbers of people required for installation/dismantling and provide information to relevant personnel 2.4 Clearly and accurately document plans for installation/dismantling in accordance with organisational procedures 2.5 Confirm availability of all resources in advance of installation/dismantling
3 Monitor exhibition installation/dismantling	3.1 Provide clear instructions to relevant personnel in relation to installation/dismantling to ensure safety and avoid damage to physical elements 3.2 Monitor the process to ensure that work is carried out in accordance with instructions 3.3 Organise appropriate storage and security of exhibition elements, including valuable items and any hazardous materials
4 Complete exhibition reports	4.1 Complete relevant exhibition documentation and reports on installation/dismantling and forward to relevant personnel 4.2 Identify ways in which processes could potentially be enhanced and include relevant suggestions in reports

Required Skills and Knowledge

REQUIRED SKILLS AND KNOWLEDGE

This section describes the skills and knowledge required for this unit.

Required skills

- communication skills to consult with various stakeholders and exhibition participants and to lead an installation team
- planning and organisational skills to plan, coordinate and monitor the interrelated elements of exhibition installation/dismantling
- literacy skills to interpret and develop operational documentation
- numeracy skills to interpret budgets, estimate costs and work with concepts around dimensions and location capacities.

Required knowledge

- installation/dismantling process
- planning and organisational requirements for exhibition installation/dismantling, roles of key personnel and typical issues and problems encountered
- inventory systems and procedures used for equipment and materials in an exhibition's context
- sources of additional equipment and supplies for different exhibition elements
- sources of specialist assistance relevant to the work context
- occupational health and safety requirements that affect the allocation of work and the movement of physical elements
- environmental and other risk factors for people and physical elements
- principles of universal access and impact on installation
- technical procedures for handling physical elements in the relevant work context, e.g. artworks, historical objects
- cultural protocols that impact on installation/dismantling, including those for Aboriginal or Torres Strait Islander material.

Evidence Guide

EVIDENCE GUIDE

The Evidence Guide provides advice on assessment and must be read in conjunction with the performance criteria, required skills and knowledge, range statement and the Assessment Guidelines for the Training Package.

Critical aspects for assessment and evidence required to demonstrate competency in this unit

Evidence of the following is essential:

- demonstration of skills through the coordination of installation/dismantling process
- detailed knowledge of the exhibition set-up process in the relevant industry context
- application of organisational, planning and problem-solving skills.

Context of and specific resources for assessment

Assessment must ensure:

- involvement of and interaction with a team for whom the candidate can plan and organise work
- access to an exhibition and exhibition venue
- access to physical exhibition elements
- access to exhibition documentation.

Method of assessment

A range of assessment methods should be used to assess practical skills and knowledge. The following examples are appropriate for this unit:

- direct questioning combined with review of portfolios of evidence and third party workplace reports of on-the-job performance by the candidate
- evaluation of an installation coordinated by the candidate
- evaluation of reports prepared by the candidate detailing methods used to organise installation/dismantling, challenges faced and how these were resolved
- evaluation of candidate responses to case studies and problem-solving exercises to assess ability to plan for different situations and contexts.

Holistic assessment with other units relevant to the industry sector, workplace and job role is

EVIDENCE GUIDE

recommended, for example:

- BSBFLM412A Promote team effectiveness.

Range Statement

RANGE STATEMENT

The range statement relates to the unit of competency as a whole. It allows for different work environments and situations that may affect performance. Bold italicised wording, if used in the performance criteria, is detailed below. Essential operating conditions that may be present with training and assessment (depending on the work situation, needs of the candidate, accessibility of the item, and local industry and regional contexts) may also be included.

An exhibition may be held in many different contexts /environments, and these may include:

- museums
- galleries
- libraries
- other visitor attractions
- theme parks
- corporate events
- festivals

An ***exhibition*** may be:

- temporary
- permanent
- travelling
- developed in-house or externally
- hired, borrowed or presented on behalf of another organisation or community group

Exhibition documentation may include:

- site plans
- floor plans
- event orders
- concept documentation

RANGE STATEMENT

Appropriate input to overall exhibition development may relate to:

- operational feasibility of ideas
- own ideas for enhancement of concept or design
- safety issues

Additional resources may include:

- lighting
- audio
- vision systems
- display or other furniture
- costumes
- scenic items

Organisation of physical resources may relate to:

- preparation of the site
- transportation
- packing, moving and handling of objects or other display items
- security
- safety
- waste management
- storage
- disposal
- recruitment/rostering of additional staff

Specialist or external assistance may include:

- designers
- artists
- preparators
- printers
- conservators
- builders
- electricians
- other trades people

Unit Sector(s)

Not applicable.

Competency field

Competency field Exhibition Development and Management