



Australian Government

Department of Education, Employment and Workplace Relations

CULCNM402A Prepare display mounts for collection material

Release: 1

CULCNM402A Prepare display mounts for collection material

Modification History

Release	Comments
Release 1	This unit of competency first released with <i>CUL11 Library, Information and Cultural Services Training Package version 1.0</i>

Unit Descriptor

This unit describes the performance outcomes, skills and knowledge required to prepare sites for the display of collection material.

Application of the Unit

This unit applies to individuals who construct and assemble display areas. The unit focuses on assembly and construction of display mounts and therefore has a strong link to general building and construction skills.

In large cultural institutions, this work may constitute a complete job and be the responsibility of qualified tradespeople working under the guidance of curators and other specialised senior staff. In smaller organisations, people with a wide range of general and collection-management responsibilities may undertake this role, either under supervision or autonomously.

Licensing/Regulatory Information

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

Pre-Requisites

Not applicable.

Employability Skills Information

This unit contains employability skills.

Elements and Performance Criteria Pre-Content

Element	Performance Criteria
<i>Elements describe the essential outcomes of a unit of competency.</i>	<i>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.</i>

Elements and Performance Criteria

1. Plan construction of display mounts	1.1 Locate and confirm collection material to be displayed and the relevant personnel with whom to liaise 1.2 Interpret plans and other documentation 1.3 Estimate and confirm site requirements 1.4 Confirm mounting and display requirements, components and timelines 1.5 Follow organisational procedures and guidelines associated with assembly of mountings and display components 1.6 Assess potential risks and refer to relevant personnel
2. Prepare for the display of cultural material	2.1 Determine equipment and materials to be used 2.2 Maintain records relating to the preparation process and provide to relevant personnel 2.3 Check and test mounting and display components for compatibility with cultural and conservation requirements of collection material 2.4 Ensure that mounting and display components are capable of being disassembled and reassembled to meet relocation requirements
3. Construct or assemble mountings and display components	3.1 Complete assembly or construction according to organisational procedures 3.2 Record information relating to the construction and assembly, and refer to relevant personnel 3.3 Clean up work site and dispose of waste according to organisational procedures 3.4 Seek feedback on own work and note areas for improvement

Required Skills and Knowledge

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

Required skills

- communication and teamwork skills to:
 - liaise and agree on work requirements with colleagues
 - refer problems to relevant personnel
- initiative and enterprise skills to:
 - adapt existing structures to accommodate displays
 - anticipate and take action to resolve problems that might arise when preparing display mounts
- literacy skills to:
 - read and complete documentation and records
 - read and interpret procedures, drawings, work plans and exhibition documentation
- numeracy skills to:
 - calculate measurements
 - count items
 - estimate material requirements
- planning and organising skills to:
 - organise equipment and materials required for construction work
 - plan construction work in a logical order
- safety awareness skills to:
 - handle collection material safely
 - minimise hazards
 - use equipment and tools safely
- self-management skills to:
 - follow workplace procedures
 - prioritise work tasks and meet deadlines
 - seek expert assistance as required
 - technical skills to select appropriate methods for the construction, assembly and testing of mountings and displays.

Required knowledge

- conservation issues to be considered when displaying collection material
- construction and assembly techniques for commonly used display structures
- cultural protocols to be observed when displaying collection materials, such as those required for Aboriginal or Torres Strait Islander material
- features and uses of different types of mounting and display equipment and materials, and their suitability for different types of collection material
- organisational procedures and guidelines for handling collection materials in a safe manner
- record-keeping procedures
- safe work and manual-handling practices when displaying collection material

- security issues to be considered when displaying collection material
- site requirements in relation to the display of collection material.

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.

Overview of assessment	
Critical aspects for assessment and evidence required to demonstrate competency in this unit	Evidence of the ability to: • apply safe work practices when displaying collection material • use common equipment, methods and materials to construct and assemble mountings for the display of collection material.
Context of and specific resources for assessment	Assessment must ensure access to: • collection material that needs to be mounted for display • relevant policies and procedures manuals • equipment, tools and materials used for display of a collection • relevant personnel.
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 • case study requiring construction or assembly of mountings for a display of collection material • direct observation of the candidate completing construction or assembly tasks • inspection of construction or assembly work completed by the candidate • inspection of records completed by the candidate • verbal or written questioning to assess knowledge of safety issues and equipment features. Assessment methods should closely reflect workplace demands and the needs of particular client groups (consider the requirements of different age groups, clients with English as a second language, clients with disabilities, remote library users, etc.).
Guidance information for assessment	Holistic assessment with other units relevant to the industry sector, workplace and job role is recommended, for example: • CPCCOHS1001A Work safely in the construction industry • CUEOHS01C Implement workplace health, safety and

	security procedures • CULEVP403A Install and dismantle exhibition elements.
--	--

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.

Collection material is defined as objects, collections, artworks, specimens, structures or sites, and may include:	• archaeological material • books and manuscripts • cultural sites and buildings • ethnographic material • film and audiovisual material • flora and fauna • furniture • photographs • technological and industry items • textiles • works on paper and canvas.
Relevant personnel may include:	• collection manager • conservator • curator • exhibition designer • registrar • security personnel.
Site requirements may relate to:	• access issues • building condition • display techniques and equipment • environmental conditions • protection issues • services and utility requirements • spatial planning.
Mounting and display requirements may include:	• conservation • cultural • interactive access • safety and protection of objects • safety and protection of visitors • security • visual access.
Components may be temporary or permanent	• ceiling mountings • collection supports • display cases

and refer to:	• electronic displays • enclosures • freestanding mounts • furniture • interactive displays • mannequins • wall mountings.
Organisational procedures and guidelines may relate to:	• cleaning • conservation • environment • handling methods • national and international standards for installing display mounts • purchasing • security • storage of packaging materials • waste disposal.
Records may be:	• asset register • bar coding • digital documentation • reports.

Unit Sector(s)

Cultural services - Collection management