



**Australian Government**

**Department of Education, Employment and Workplace Relations**

# **CULEVP501A Coordinate the installation and dismantling of exhibitions**

**Release: 1**

## CULEVP501A Coordinate the installation and dismantling of exhibitions

### Modification History

| Release   | Comments                                                                                                                         |
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| 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 organise and monitor the installation and dismantling of physical exhibition elements.

### Application of the Unit

This unit has broad application to exhibition venue staff or independent exhibition contractors.

Work is undertaken autonomously in consultation with various exhibition stakeholders. Exhibitions are staged in many different contexts in both business and community environments.

### 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                                                                                                                                                                                                                                                                                                    |
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| <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

|                                                         |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |
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| 1. Identify physical resource requirements              | <p>1.1 With reference to <b>exhibition documentation</b>, determine the scope and type of <b>exhibition elements</b> required</p> <p>1.2 Confirm budget and <b>resources</b> required for exhibitions</p> <p>1.3 Provide appropriate <b>input</b> into the overall planning of exhibitions</p> <p>1.4 Check inventory to determine availability of physical resources</p> <p>1.5 Order additional resources as required and according to <b>organisational procedures</b> and budgetary guidelines</p> <p>1.6 Assess the need for <b>specialist or external assistance</b> and where required, organise according to organisational procedures</p> |
| 2. Plan the installation and dismantling of exhibitions | <p>2.1 Liaise with <b>exhibition</b> personnel to determine the most effective sequence for installing and dismantling exhibitions</p> <p>2.2 Document plans for installation or dismantling according to organisational procedures</p> <p>2.3 Confirm availability of resources in advance of installation and dismantling</p> <p>2.4 Organise <b>physical resources</b></p>                                                                                                                                                                                                                                                                      |
| 3. Coordinate operations                                | <p>3.1 Provide clear instructions to relevant personnel in relation to installation or dismantling to ensure safety and avoid damage to physical elements</p> <p>3.2 Monitor operations to ensure that work is carried out according to instructions</p> <p>3.3 Deal with problems that arise in ways that minimise disruption to work operations and schedules</p> <p>3.4 Organise appropriate storage and security of exhibition elements, including valuable items and hazardous materials</p>                                                                                                                                                  |
| 4. Complete exhibition operations                       | <p>4.1 Complete relevant exhibition documentation and reports and forward to relevant personnel as required</p> <p>4.2 Seek feedback from stakeholders and team members about ways to improve processes</p> <p>4.3 Identify aspects of operations that worked well and ways in which those aspects could be enhanced in future projects</p>                                                                                                                                                                                                                                                                                                        |

## Required Skills and Knowledge

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

### Required skills

- communication skills to:
  - liaise and agree on work requirements with colleagues
  - liaise with specialised or external assistance
  - provide clear instructions to others
- initiative and enterprise skills to contribute ideas to the planning of exhibitions
- learning skills to improve outcomes through continuous evaluation of operations
- literacy skills to read and interpret work plans, procedures, drawings, exhibition documentation and records
- negotiation skills to:
  - purchase required items efficiently
  - maximise internal and external resource availability
- numeracy skills to:
  - calculate measurements and material requirements
  - estimate costs
  - work with budgets
- planning and organising skills to:
  - establish procedures according to agreed timelines
  - organise work plans for self and others
  - monitor interrelated elements of exhibition installation and dismantling
- problem-solving skills to deal efficiently with a range of potentially disruptive issues that may arise in the context of installing and dismantling exhibitions
- safety awareness skills to:
  - handle collection material safely
  - minimise hazards
  - use equipment and tools safely
- self-management skills to:
  - prioritise work tasks and meet deadlines
  - provide a role model to others
- teamwork skills to:
  - consult with stakeholders
  - coordinate input from colleagues
  - provide leadership
- technical skills to select appropriate installation and dismantling techniques.

### Required knowledge

- conservation issues to be considered when handling collection material
- cultural protocols that impact on installation and dismantling, including those for Aboriginal or Torres Strait Islander material
- environmental and other risk factors for people and physical elements

- exhibition components relevant to the work or industry context
- inventory systems and procedures used for equipment and materials in the context of exhibitions
- organisational procedures and guidelines relating to installing and dismantling exhibitions
- packing materials and techniques used for different types of exhibition elements
- principles of universal access and impact on installation
- range of tools commonly used for installing and dismantling exhibitions
- record-keeping procedures
- relevant organisational and legislative work health and safety requirements, including those that affect the allocation of work and the movement of physical elements
- roles and responsibilities of personnel involved in staging exhibitions
- security issues to be considered when work is underway
- sources of exhibition equipment and supplies
- sources of specialist assistance relevant to the work context
- technical procedures for handling physical elements, including artworks and historical objects
- typical procedures and processes for exhibition installation.

## 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.*

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| <b>Overview of assessment</b>                                                                       |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |
| <b>Critical aspects for assessment and evidence required to demonstrate competency in this unit</b> | <p>Evidence of the ability to:</p> <ul style="list-style-type: none"> <li>• coordinate and supervise the installation and dismantling of exhibitions</li> <li>• apply detailed knowledge of the exhibition set-up process</li> <li>• organise and manage resources allocated for installing and dismantling exhibitions.</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |
| <b>Context of and specific resources for assessment</b>                                             | <p>Assessment must ensure:</p> <ul style="list-style-type: none"> <li>• involvement of and interaction with a team for whom the candidate can plan and organise work</li> <li>• access to: <ul style="list-style-type: none"> <li>• an exhibition and exhibition venue</li> <li>• physical exhibition elements</li> <li>• exhibition documentation</li> <li>• organisational procedures.</li> </ul> </li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |
| <b>Method of assessment</b>                                                                         | <p>A range of assessment methods should be used to assess practical skills and knowledge. The following examples are appropriate for this unit:</p> <ul style="list-style-type: none"> <li>• direct questioning combined with review of portfolios of evidence and third-party workplace reports of on-the-job performance</li> <li>• evaluation of an installation or dismantle coordinated by the candidate</li> <li>• evaluation of reports prepared by the candidate detailing methods used to organise installation or dismantling of an exhibition, challenges faced and how these were resolved</li> <li>• evaluation of candidate responses to case studies and problem-solving exercises to assess ability to plan for different situations and contexts.</li> </ul> <p>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.).</p> |

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| <b>Guidance information for assessment</b> | <p>Holistic assessment with other units relevant to the industry sector, workplace and job role is recommended, for example:</p> <ul style="list-style-type: none"><li>• BSBWOR402A Promote team effectiveness.</li></ul> |
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## 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.*

|                                                     |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |
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| <b><i>Exhibition documentation</i></b> may include: | <ul style="list-style-type: none"> <li>• event orders</li> <li>• floor plans</li> <li>• handling notes</li> <li>• installation instructions</li> <li>• site plans</li> <li>• travelling condition reports</li> <li>• work instructions.</li> </ul>                                                                                                                                                                                                                                                                                                                                                                  |
| <b><i>Exhibition elements</i></b> may include:      | <ul style="list-style-type: none"> <li>• art works</li> <li>• computer equipment</li> <li>• customised supports</li> <li>• display items, such as:               <ul style="list-style-type: none"> <li>• cases</li> <li>• drawers</li> <li>• plinths</li> <li>• racks</li> <li>• stands</li> <li>• tracks</li> </ul> </li> <li>• electronic support material</li> <li>• environmental monitoring and control systems</li> <li>• film and video screens</li> <li>• hanging system supports</li> <li>• light fittings</li> <li>• objects</li> <li>• sound outlets</li> <li>• special exhibition features.</li> </ul> |
| <b><i>Resources</i></b> may include:                | <ul style="list-style-type: none"> <li>• audio</li> <li>• costumes</li> <li>• display or other furniture</li> <li>• equipment</li> <li>• lighting</li> <li>• materials</li> <li>• scenic items</li> <li>• staff</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                          |

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|                                                         | <ul style="list-style-type: none"> <li>• vision systems.</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                      |
| <b>Input</b> may relate to:                             | <ul style="list-style-type: none"> <li>• operational feasibility of ideas</li> <li>• own ideas for enhancement of concept or design</li> <li>• safety issues.</li> </ul>                                                                                                                                                                                                                                                                                                                                 |
| <b>Organisational procedures</b> may relate to:         | <ul style="list-style-type: none"> <li>• budget</li> <li>• cleaning</li> <li>• conservation</li> <li>• environment</li> <li>• handling methods</li> <li>• purchasing</li> <li>• security</li> <li>• standards</li> <li>• storage of packaging materials</li> <li>• waste disposal.</li> </ul>                                                                                                                                                                                                            |
| <b>Specialist or external assistance</b> may relate to: | <ul style="list-style-type: none"> <li>• artists</li> <li>• builders</li> <li>• conservators</li> <li>• designers</li> <li>• electricians</li> <li>• other trades people</li> <li>• preparators</li> <li>• printers.</li> </ul>                                                                                                                                                                                                                                                                          |
| <b>Exhibitions</b> may be:                              | <ul style="list-style-type: none"> <li>• developed in-house or externally</li> <li>• hired, borrowed or presented on behalf of another organisation or community group</li> <li>• permanent or temporary</li> <li>• travelling</li> <li>• staged in venues or events, such as: <ul style="list-style-type: none"> <li>• corporate events</li> <li>• festivals</li> <li>• galleries</li> <li>• libraries</li> <li>• museums</li> <li>• visitor attractions</li> <li>• theme parks.</li> </ul> </li> </ul> |
| <b>Physical resources</b> may relate to:                | <ul style="list-style-type: none"> <li>• packing, moving, handling and disposing of objects or other display items</li> <li>• preparing the site</li> <li>• recruitment</li> <li>• rostering additional staff</li> <li>• safety</li> </ul>                                                                                                                                                                                                                                                               |

|  |                                                                                                                                   |
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|  | <ul style="list-style-type: none"><li>• security</li><li>• storage</li><li>• transportation</li><li>• waste management.</li></ul> |
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## Unit Sector(s)

Cultural services - Exhibitions and visitor programs