



Australian Government

Department of Education, Employment and Workplace Relations

CUVPRP303A Select and prepare creative work for exhibition

Release: 1

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Modification History

Version	Comments
CUVPRP303A	This version first released with <i>CUV11 Visual Arts, Craft and Design Training Package version 1.0</i>

Unit Descriptor

This unit describes the performance outcomes, skills and knowledge required to select and prepare creative work for display or exhibition.

Application of the Unit

Exhibitions take place in many different contexts and environments across both business and community contexts. The skills and knowledge outlined in this unit could be applied by exhibition venue staff or by people working independently to assist with the preparation of works for exhibition in galleries or other spaces, including virtual spaces. Exhibitions may be temporary or permanent in nature.

At this level, work is usually undertaken under supervision or within the context of established exhibition criteria, though some autonomy and judgement can be expected within established parameters.

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. Select works for exhibition	1.1 Review criteria for selecting works for exhibition 1.2 Clarify issues about the criteria in consultation with appropriate people 1.3 Select works according to criteria 1.4 Confirm final selection with appropriate people as required
2. Organise selected works for presentation	2.1 Check completeness of work to be displayed and take action as required 2.2 Determine specific exhibition requirements of selected works in consultation with appropriate people 2.3 Identify steps and processes required to prepare selected works for exhibition 2.4 Prepare works using appropriate techniques or arrange for the services of others as required 2.5 Provide accurate information on works to appropriate people 2.6 Submit works for exhibition within agreed timeframe and according to other agreed requirements 2.7 Provide assistance with installation or hanging of works as required 2.8 Use feedback from others to improve own performance in preparing works for display

Required Skills and Knowledge

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

Required skills

- communication skills to liaise with colleagues on straightforward, practical issues associated with preparing works for exhibition
- initiative and enterprise skills to select works for display that best meet exhibition criteria
- literacy skills to interpret exhibition or display requirements
- planning and organising skills to prepare works for exhibition in a logical sequence
- problem-solving skills to identify and rectify aspects of works that need attention before being exhibited
- self-management skills to prioritise work tasks and complete work within agreed timeframes

Required knowledge

- exhibition, display or presentation contexts relevant to different creative work and contexts
- techniques for display or exhibition of work relevant to the area of creative practice
- ways in which space is planned for physical and virtual display or exhibition purposes
- basic elements and principles of design and their specific application to the layout of an exhibition or display
- intellectual property issues relevant to the exhibition of creative work
- sustainability considerations for the exhibition of work
- OHS issues relating to exhibitions

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: • select works for exhibition that are consistent with given criteria • prepare works for exhibition according to established guidelines • apply knowledge of exhibition practice in one or more areas of creative work.
Context of and specific resources for assessment	Assessment must ensure access to: • a selection of works for exhibition • tools, material and technologies used to prepare works for exhibition.
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: • evaluation of work prepared for exhibition by the candidate • questioning and discussion of candidate's intentions and work outcomes • review of portfolios of evidence • review of third-party reports from experienced practitioners. Assessment methods should closely reflect workplace demands (e.g. literacy) and the needs of particular groups (e.g. people with disabilities, and people who may have literacy or numeracy difficulties, such as speakers of languages other than English, remote communities and those with interrupted schooling).
Guidance information for assessment	Holistic assessment with other units relevant to the industry sector, workplace and job role is recommended.

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.

Criteria may relate to:	• characteristics of works: • dimension • medium • number of pieces • size • criteria provided by creators of works • criteria provided by exhibition organiser • personal preferences • physical characteristics of display area: • access • light • ventilation • quality of completed work • theme.
Appropriate people may include:	• creators of works • curators • exhibition or display organisers • industry practitioners • clients • graphic artists • managers • marketing personnel • mentors.
Completeness of work may involve checking that:	• all elements are present • resolution requirements for web presentation have been addressed • touch up requirements have been satisfied • works are tidy and clean.
Exhibition requirements may include:	• accompanying documentation: • artist statements • consignment notes • attaching fixtures for hanging or mounting • cleaning works • framing

	• selecting and painting plinths • taking account of the display environment: • light • humidity • temperature • power sources • website information.
<i>Exhibition</i> of work occurs in a variety of contexts, including:	• artist-run spaces • contribution to an exhibition via submission to a competition • group exhibition at regional venues • local community spaces • retail display • studio spaces • website.
<i>Assistance</i> may involve:	• contributing to safely hanging, installing and dismantling work • labelling work • planning the exhibition space • planning the location of work within the space • wrapping and storing works at the conclusion of the display or exhibition.

Unit Sector(s)

Industry capability – professional practice