



Australian Government

Assessment Requirements for MEM19039 Plan, conduct and supervise a jewellery or object exhibition or program

Release: 1

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Modification History

Release 1. Supersedes and is equivalent to MEM19039A Plan, conduct and supervise a jewellery and object exhibition.

Performance Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy the requirements of the elements and performance criteria on at least two occasions and include:

- following work instructions, standard operating procedures (SOPs) and safe work practices
- clarifying and confirming exhibition or program aims, objectives and purpose within existing technical and spatial constraints and resource estimates
- developing a plan for the exhibition or program which details all aspects of the activity, including use of resources, marketing and operational plans
- engaging all relevant personnel
- coordinating the implementation of the exhibition or program according to operational requirements
- managing the human, financial and technical resources in the implementation phase of the development plan and making variations, adjustments and changes to the plan without compromising the activity
- assessing the impacts of the exhibition or program.

Note: Where a volume and/or frequency is not specified, demonstration must be provided at least once.

Knowledge Evidence

Evidence required to demonstrate the required knowledge for this unit must be relevant to and satisfy the requirements of the elements and performance criteria and include knowledge of:

- safe work practices and procedures
- constraints on exhibiting
- operational and resource requirements for exhibiting
- specialised knowledge of subject areas
- policies and priorities for exhibitions and public programs
- legal, ethical and financial requirements for exhibitions and public programs
- insurance and indemnity requirements
- appropriate personnel to consult
- cultural protocols and applying cross-cultural sensitivity and effective communication techniques to all communications

- indigenous culture and issues
- intellectual and copyright issues
- users and their needs
- sources of expert advice
- security and protection of items being used
- basic conservation methods and principles
- evaluation data and techniques
- effective customer service
- proposal development
- exhibition presentation techniques
- environmental considerations
- audience development considerations.
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Assessment Conditions

Assessors must

- have vocational competency in planning, conducting and supervising a jewellery or object exhibition or program at least to the level being assessed with relevant industry knowledge and experience
- satisfy the assessor requirements in the *Standards for Registered Training Organisations 2015* or its replacement and comply with the *National Vocational Education and Training Regulator Act 2011*, its replacement or equivalent legislation covering VET regulation in a non-referring state/territory as the case requires.
- Where possible, assessment must occur in operational workplace situations. Where this is not possible or where personal safety or environmental damage are limiting factors, assessment must occur in a sufficiently rigorous simulated environment that reflects realistic operational workplace conditions. This must cover all aspects of workplace performance, including environment, task skills, task management skills, contingency management skills and job role environment skills.
- Conditions for assessment must include access to all tools, equipment, materials and documentation required, including relevant workplace procedures, product and manufacturing specifications.
- Assessment processes and techniques must be appropriate to the language, literacy and numeracy requirements of the work being performed and the needs of the candidate.
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Links

Companion Volume implementation guides are found in VETNet -

<https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=b7050d37-5fd0-4740-8f7d-3b7a49c10bb2>