



Australian Government

# **MEM19039 Plan, conduct and supervise a jewellery or object exhibition or program**

Release: 1

# MEM19039 Plan, conduct and supervise a jewellery or object exhibition or program

## Modification History

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

## Application

This unit of competency defines the skills and knowledge required to coordinate exhibitions or programs from the conceptual stage through to the design, planning, implementation and evaluation stages. It applies to private and public exhibitions and programs involving jewellery or other 3D objects from one or more contributors.

This unit applies to individuals with extensive skills and knowledge in project management, jewellery or object design, materials and construction techniques. High-level judgement is required in planning and selecting appropriate processes or procedures.

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

## Pre-requisite Unit

MEM13015 Work safely and effectively in manufacturing and engineering

MEM16006 Organise and communicate information

## Competency Field

Jewellery

## Elements and Performance Criteria

| Elements                                                         | Performance Criteria                                                                                                                                                                                                                                                                                                                                                                                              |
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| <i>Elements describe the essential outcomes.</i>                 | <i>Performance criteria describe the performance needed to demonstrate achievement of the element.</i>                                                                                                                                                                                                                                                                                                            |
| 1. Identify purpose, aims and rationale of exhibition or program | 1.1 Comply with work health and safety (WHS) requirements at all times<br>1.2 Clarify and confirm aims, objectives and purpose and assess feasibility within existing technical and spatial constraints, resource estimates and timeframes<br>1.3 Engage relevant personnel and stakeholders and gain input and consensus on the overall message, subject matter, style and intended target audience's experience |

| <b>Elements</b>                                           | <b>Performance Criteria</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |
|-----------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <i>Elements describe the essential outcomes.</i>          | <i>Performance criteria describe the performance needed to demonstrate achievement of the element.</i>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |
|                                                           | <p>1.4 Confirm that the agreed purpose, aims and objectives are philosophically and culturally acceptable and complementary to other organisational objectives</p> <p>1.5 Determine range of items to be included and their selection criteria, based on exhibition or program aims</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |
| 2. Confirm type of exhibition or program and develop plan | <p>2.1 Determine suitable options for jewellery or object exhibition or program in consultation with relevant personnel</p> <p>2.2 Assess options against existing constraints and financial resources and select most appropriate format</p> <p>2.3 Present selection and rationale to stakeholders to gain approval</p> <p>2.4 Develop plans detailing the nature and scope of the exhibition or program, its intended outcome, resources required and timeframe</p> <p>2.5 Identify opportunities for related activities, public relations and advertising</p> <p>2.6 Detail operational requirements based on consultation with relevant parties</p> <p>2.7 Identify and document required funds and other resources based on scope of activity</p> <p>2.8 Identify and document safety hazards and determine risk control measures to be implemented</p> |
| 3. Prepare to hold the exhibition or program              | <p>3.1 Confirm the financial and physical resources, appropriate personnel and organisational structures with required personnel</p> <p>3.2 Identify staff responsibilities and conduct briefings with all relevant parties</p> <p>3.3 Determine and source items to be included and ensure compatibility with exhibition or program objectives</p> <p>3.4 Evaluate the contribution of pieces to the overall impact and objectives of exhibition or program</p> <p>3.5 Establish and action promotional and public relations activities and other ways of reaching the audience</p> <p>3.6 Identify and confirm evaluation mechanisms through consultation and negotiation</p> <p>3.7 Assess the environmental implications of the exhibition or program and determine ways to minimise impacts</p>                                                          |

| Elements                                           | Performance Criteria                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |
|----------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <i>Elements describe the essential outcomes.</i>   | <i>Performance criteria describe the performance needed to demonstrate achievement of the element.</i>                                                                                                                                                                                                                                                                                                                                                                                                                                                         |
| 4. Manage implementation                           | <p>4.1 Follow agreed plans and procedures and coordinate the program or exhibition as intended</p> <p>4.2 Ensure transportation and placement of items is conducted to ensure they are not damaged</p> <p>4.3 Deploy and coordinate personnel to meet logistical requirements</p> <p>4.4 Make variations, adjustments and changes to plan without compromising the activity</p> <p>4.5 Obtain and monitor audience feedback and other performance information</p> <p>4.6 Monitor safety and environmental impacts and make adjustments to improve outcomes</p> |
| 5. Evaluate effectiveness of exhibition or program | <p>5.1 Determine evaluation questions, sources of evaluation data and methods of collecting and reporting data in consultation with relevant stakeholders</p> <p>5.2 Develop and implement suitable and valid methods for collecting data</p> <p>5.3 Collate, analyse and report evaluation data in accordance with agreed approach</p> <p>5.4 Document outcomes and identify benefits and areas for improvement</p> <p>5.5 Present findings to relevant stakeholders using formats suited to the scope of required reporting</p>                              |

## Foundation Skills

This section describes those language, literacy, numeracy and employment skills that are essential to performance.

Foundation skills essential to performance are explicit in the performance criteria of this unit of competency.

## Range of Conditions

This field allows for different work environments and conditions that may affect performance. Essential operating conditions that may be present (depending on the work situation, needs of the

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| candidate, accessibility of the item, and local industry and regional contexts) are included. |                                                                                                                                                                                                                                                                                                                                                                           |
| WHS requirements include one or more of the following:                                        | <ul style="list-style-type: none"> <li>• legislative and regulatory requirements</li> <li>• protective equipment</li> <li>• material safety management systems</li> <li>• hazardous substances and dangerous goods code</li> <li>• local safe operation procedures.</li> </ul>                                                                                            |
| Constraints include one or more of the following:                                             | <ul style="list-style-type: none"> <li>• physical or environmental</li> <li>• financial</li> <li>• human</li> <li>• ethical</li> <li>• cultural</li> <li>• time.</li> </ul>                                                                                                                                                                                               |
| Operational requirements include one or more of the following:                                | <ul style="list-style-type: none"> <li>• physical access</li> <li>• security</li> <li>• audience awareness</li> <li>• publications</li> <li>• catering</li> <li>• commercial activities.</li> </ul>                                                                                                                                                                       |
| Resources include one or more of the following:                                               | <ul style="list-style-type: none"> <li>• venue</li> <li>• display items</li> <li>• display accessories</li> <li>• display media, information and images</li> <li>• lighting</li> <li>• catering</li> <li>• administrative and financial resources</li> <li>• personnel</li> <li>• insurance and indemnification requirements</li> <li>• financial requirements</li> </ul> |
| Environmental implications include one or more of the following:                              | <ul style="list-style-type: none"> <li>• liquid waste</li> <li>• solid waste</li> <li>• emissions (gas, fumes, vapour, smoke, fugitive emissions or dust)</li> <li>• excessive energy and water use</li> <li>• excessive noise.</li> </ul>                                                                                                                                |
| Appropriate personnel include one or more of the following:                                   | <ul style="list-style-type: none"> <li>• supervisors</li> <li>• mentors</li> <li>• team members</li> <li>• subject matter experts</li> <li>• curators</li> <li>• conservators</li> <li>• educators</li> <li>• audiovisual specialists</li> </ul>                                                                                                                          |

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|                                                                  | <ul style="list-style-type: none"><li>• information technology specialists</li><li>• editors</li><li>• designers</li><li>• engineers</li><li>• architects</li><li>• historians</li><li>• drafters</li><li>• suppliers and contractors.</li></ul>       |
| Sources of evaluation data include one or more of the following: | <ul style="list-style-type: none"><li>• attendance records</li><li>• visitor surveys, interviews, focus groups and advisory groups/committees</li><li>• booking records</li><li>• staff observations and knowledge</li><li>• media coverage.</li></ul> |

## Unit Mapping Information

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

## Links

Companion Volume implementation guides are found in VETNet -

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

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

## 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

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