

RESOURCE USERS' GUIDE

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Introduction:

This resource is for artists, art centre workers, staff and trainers. It is written in plain English. This resource is something which can help you in learning about and doing your art, your art centre business, and sales.

Ways to use the resource:

To use this resource, you need to know how it is set up and the ways you might want to use it.

Provide information, give examples

Using plain English words and lots of photos the resource shows methods and materials commonly used in art centres and art studios. Each of the sets of instructions or exercises meets the Australian standards for training in Arts Administration.

Make it personal

You can insert digital photos and change words to show your workplace and your ways of working. This is helpful if you want to do accredited training or if you want to describe the steps of a job to make instructions for someone else. You can also record new learning, new art forms and new methods being used at your art centre.

Teaching tool

The resource can be a tool to look at and to talk about with others. You might teach younger ones how your art centre works and how to do jobs in the art centre that need to be done.

The resource shows you important information about your art centre business, workplace safety and finances. It also suggests ways for you to find more information. It provides some guides for safe practices and how to use Health and Safety rules and procedures in your workplace.

Art Centre Manual

You can use the resource as a template to make pages about your art centre. These might then become a manual for your art centre

There is another way that the resource can be useful to you too

Ask any visiting trainers to put their lessons into a resource template, so when they have gone away you will have all the photos and all the instructions about how to keep using what you have learnt.

Accredited Training

If you want to study for a Certificate Three in Arts Management in the Indigenous Arts and Crafts Training Package, you can use the templates in this resource to show the work you can do, and what you learn. This can be assessed by a Registered Training Organisation (RTO).

This is sometimes called competency training. At the back of this resource are the templates that the RTO can use to mark off your steps in training.

Getting Started

The index to the resource sets has a list of **contents**. The contents are grouped together under headings. Under these are the **section number**, **set name** and **name** of each **resource**. You will always find that information at the bottom of every page.

The contents list each section. The list of sets runs like the alphabet, so the sections are numbered in that order. For example: P for Printmaking comes before S for Studio.

In each set the resources run in an order of what you need to know first. That doesn't always mean you need to read or do all the resource activities – only if it's something new to learn - or if you are making it into a manual for yourselves or your art centre.

SECTION	SET	Resource
60.	Printmaking:	Printing from Lino Board
61.	Printmaking:	Cleaning Up
62.	Printmaking:	Edition of Prints
63.	Studio:	Organise the Workspace
64.	Studio:	Quality Control
65.	Studio:	Look after Tools
66.	Studio:	Distribute Materials to Artists

Introduction to training assessment

What you already know you can do

If you have worked in an art centre, in sales or in other employment you may already have skills which help meet the standards for accredited training in Arts Administration.

If you want to do accredited training, you can work through these tasks with a training organisation to show your learning. However you may already have some or all of the skills and knowledge for these units. In this case you can also use the tasks to show skills you have already gained through life or work.

Look at of the units of competency, listed in the Trainer's Guide, to get an understanding for yourself of what you need to learn and what you can already demonstrate that you know.

Accredited training assessment

Once you have worked through this resource, completed the activities and practiced your skills, you will be ready to have your skills and knowledge assessed. The purpose of the assessment is not to see if you can pass a test, but to see that you can perform your work tasks well and safely.

How you might be assessed

All of the resources and their sets match with units from a training package, called Certificate Three in Arts Administration. There are assessment requirements to match them together. These are put in place to ensure that you are assessed equally with others and so that your current or future employer will be confident that you can do all the activities which your assessor says you can.

You may be assessed by:

- Showing task sheets you have made from the resource
- An assessor watching you at work
- Questions or interviews
- Demonstrations
- Work you have done
- A coordinator or manager saying what you can do
- A mix of all of these

If you complete all the units from the Certificate III Arts Administration you are recognised as having the skills to help run an art centre all around Australia. Even if you only do one or two units these will also be recognised everywhere and could be used if you wanted to do other study in the future.

Using Templates to create new resource sheets

These word document templates are available in the files on the CD or from the web site: <http://www.artcentreway.com>

Template Blank Document.

This is set up with headings and tables for you to enter information you write and photograph which can be set down to record the steps taken in a work process from start to finish. Using the template means you can make a completely new resource sheet.

Template Headings.

This is a word document with the designs used in this resource. You can use these to make your own work the same as the resource if you want to.

The Resource Sheets.

Each of the word documents is unlocked, so you can edit these. You might change words, add another language, take your own photos and paste them in. These sheets can all act as evidence if you decide to be assessed on your work. They can also build a manual of how, who and what is done at your art centre.

More Resources

There is a folder on the CD called Other resources. In it are folders with information about training, and about Occupational Health and Safety, Arts Law and Governance. There are website links as well as files to open in these folders.