



Australian Government

AHCASW310A Move and store Aboriginal cultural material

Release 1

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Modification History

Release	TP Version	Comments
1	AHC10v5	Initial release

Unit Descriptor

This unit covers the protocols involved to handle, pack and unpack Aboriginal cultural material for movement and storage.

Application of the Unit

This unit applies particularly to working around and with Aboriginal cultural materials and objects and focuses on the specific cultural and consultative requirements for sourcing, handling, and possibly interpreting Aboriginal cultural material. This unit is also applicable to the work of repatriation workers and anthropologists. This unit applies to all Aboriginal-sites workers. Cultural beliefs and practices vary across locations and communities however and in some situations non-Aboriginal learners may not be able to access the cultural knowledge and/or materials required to achieve competency in this unit. This applies when restrictions are applied to non-Aboriginal people gaining access to cultural knowledge, material or sites. In these situations the Registered Training Organisation will have to make alternative arrangements for learners that are still consistent with the delivery and assessment requirements for this unit.

Licensing/Regulatory Information

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

Pre-Requisites

AHCILM306A Follow Aboriginal cultural protocols

Employability Skills Information

This unit contains employability skills

Elements and Performance Criteria Pre-Content

Elements describe the essential outcomes of a unit of competency.

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.

Elements and Performance Criteria

ELEMENT	PERFORMANCE CRITERIA
1. Source Aboriginal cultural material	1.1 Traditional ownership of <i>cultural material</i> is confirmed 1.2 The appropriate Traditional custodians and communities to determine suitable keeping places for cultural materials are consulted 1.3 The identification by <i>cultural authorities</i> of appropriate persons within communities who hold <i>cultural knowledge</i> relevant to establishing any restrictions on access to materials is performed 1.4 Permission and advice for the use of cultural material according to <i>Aboriginal cultural protocols</i> is sought 1.5 Cultural material and <i>objects</i> are located, identified and assessed for suitability for moving 1.6 Records are completed according to cultural protocols 1.7 Issues and protocols in relation to the return of cultural material to local Aboriginal communities are researched
2. Determine movement and storage requirements	2.1 Legislative and occupational health and safety requirements are implemented 2.2 The scope of work required for <i>movement and storage</i> of cultural material is assessed and documented 2.3 Organisational procedures and guidelines and specific requirements are identified and confirmed with relevant personnel 2.4 Future storage requirements are assessed with relevant personnel 2.5 The need for specialist expertise is assessed and, if required, access to the expertise is arranged
3. Handle and transfer Aboriginal cultural material	3.1 Cultural material is identified, moved, stored, maintained and returned according to Aboriginal cultural requirements 3.2 Aspects of material requiring repair or attention are noted 3.3 Action within scope of own job role is taken or <i>relevant personnel</i> are referred to as required 3.4 Specific Aboriginal cultural requirements are communicated to colleagues 3.5 Appropriate <i>handling and moving</i> equipment is selected, and used safely 3.6 Handling of cultural material is performed in a manner that protects individual items and assists efficient loading and unloading processes 3.7 <i>Transportation documentation</i> is prepared 3.8 Aboriginal cultural material is transferred to approved location

ELEMENT	PERFORMANCE CRITERIA
4. Store cultural material according to Aboriginal cultural requirements	<p>4.1 Cultural material is installed, positioned or stored as required</p> <p>4.2 Specific storage needs of cultural material are based on knowledge of requirements for different types of materials</p> <p>4.3 Work areas are cleared and cleaned according to organisational procedures</p> <p>4.4 Feedback on own work is sought and areas for improvement are noted</p> <p>4.5 Records are stored according to organisational policies and procedures</p>

Required Skills and Knowledge

Required skills includes:

Ability to:

- respect cultural diversity and sensitivity to social, cultural and professional values and beliefs
- be sensitive to cultural issues and respectful of different cultural practices
- build and engender trust on sensitive issues with Aboriginal people
- handle, transfer and store culturally sensitive material
- pack and unpack materials, artefacts and objects
- load and unload materials, artefacts and objects
- assess suitability of movement of material
- use technology to access written, oral or visual source material
- carry out library and internet research
- comprehend written, oral or visual source material
- interpret written, oral or visual source material
- apply listening skills
- apply oral communication skills
- relate to people from a range of social, cultural and ethnic backgrounds and physical and mental abilities
- exercise discretion and confidentiality

Required knowledge includes:

Knowledge of:

- Aboriginal history, cultural values and interpersonal and Community protocols
- authentic and authoritative sources for Aboriginal cultural information, material and expression able to be accessed and shared
- cultural authority for ceremony in that area or site
- ownership relationships for secret, sacred material
- selection and use of handling, storage and transport systems
- record-keeping
- organisational procedures and guidelines
- Cultural and Heritage Legislation or relevant NPWS legislation
- sustainable environmental practices
- workplace health and safety requirements

Evidence Guide

<p>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.</p>	
<p>Overview of assessment</p>	
<p>Critical aspects for assessment and evidence required to demonstrate competency in this unit</p>	<p>The delivery and assessment of this unit must comply with Community protocols and be carried out in consultation with and in participation with Traditional Owners and/or Elders and custodians of that specific Country.</p> <p>In accordance with Aboriginal cultural protocols, cultural knowledge copyright considerations and Aboriginal lore/law restrictions, it is essential that this requirement be respected and implemented in the delivery and assessment of <i>Cultural Units</i> to guarantee cultural authenticity and quality control around the delivery of training and assessment for Aboriginal-sites workers.</p> <p>Candidates must demonstrate evidence of the ability to:</p> <ul style="list-style-type: none"> • identify appropriate cultural authorities for a Community, place or for a Site • apply knowledge of issues that frame the development of cultural protocols • consult effectively with Traditional Owners, Cultural managers and relevant Community representatives about the handling, access to and display of cultural material • observe Aboriginal cultural protocols, follow collection management practices and industry requirements when moving, storing, displaying and maintaining cultural material • involve and collaborate with other industry experts in the handling, moving and storage of cultural material
<p>Context of and specific resources for assessment</p>	<p>Assessment events must be contextualised to meet the needs of the particular group, including:</p> <ul style="list-style-type: none"> • a Community, educational or workplace setting • involvement of people approved by cultural authorities and/or Traditional Owners of the relevant local Community • candidates who have gained relevant knowledge

	<p>and skills through their life experience</p> <ul style="list-style-type: none"> • appropriately qualified and experienced museum personnel and cultural heritage curators
<p>Method of assessment</p>	<p>A range of assessment methods should be used to assess competency in moving and storing cultural materials. The following examples are appropriate for this unit:</p> <ul style="list-style-type: none"> • observation of the candidate working on Country or in a keeping place facility consulting and/or working with materials. Prior approval and permission should be obtained for the Assessor from any Traditional Owners and/or Cultural managers involved • direct questioning combined with third-party workplace reports of on-the-job performance • verbal or written questioning • observation of participation in Ceremony and/or Sites work related to the knowledge and skills outlined in this unit <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>
<p>Guidance information for assessment</p>	<p>Holistic assessment with other units relevant to the industry sector, workplace and job role is recommended, for example:</p> <p>AHCILM306A Follow Aboriginal cultural protocols</p> <p>AHCASW308A Apply cultural significance to Aboriginal-sites and landscapes</p> <p>AHCILM404A Record and document Community history</p> <p>AHCASW305A Work with Aboriginal ceremonial secret sacred materials</p> <p>Assessment for this unit should comprise a combination of theory and practical application. Both aspects of assessment are best conducted on Country and/or in a keeping place facility for this unit.</p>

Range Statement

<p>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.</p>	
<p><i>Cultural material</i> is defined as objects, collections, artworks, specimens, structures or sites, and includes:</p>	<ul style="list-style-type: none"> • archaeological material • books and manuscripts • built heritage • cultural sites and buildings • ethnographic material • film and audio-visual material • flora and fauna • furniture • photographs • technological and industry items • textiles • works on paper and canvas
<p><i>Cultural authorities</i> may include:</p>	<p>Cultural authority refers to the most appropriate senior person/s that is able to speak for particular Country, cultural objects, ceremony and/or materials in a specific place. A cultural authority could be a Traditional Owner, a Native Title Claimant, Aboriginal Culture and Heritage Body, Elder, Aboriginal Land Council, etc.</p> <p>A ceremonial/cultural manager in terms of Aboriginal customary law means someone who does the work either under the direct supervision of the Aboriginal Owner or does the work that is authorised by the Owner. In a ceremony for example, the ceremonial manager(s) may provide the food and do the performance (work). Traditional roles and responsibilities swap over depending on a person's status in any given situation – ie – whose land / estate one is on for business.</p>
<p><i>Cultural knowledge</i> may include:</p>	<ul style="list-style-type: none"> • Aboriginal land, landscape features, rivers, lakes and sea resources and their uses, and the relationships between plants, animals and individuals, clans and Community • Aboriginal beliefs, values, spirituality, language, lore/law, customs, gender roles, kinship networks, factions, moieties, and speaking rights • ceremonies, rituals, stories, song, dance and art • traditional and current land management practices

	<ul style="list-style-type: none"> • Aboriginal-sites, places, artefacts, objects, material and landscapes • names, locations and meanings • Aboriginal cultural protocols • Aboriginal cultural heritage • the cultural significance of Aboriginal knowledge
<i>Aboriginal cultural protocols</i> may include:	<ul style="list-style-type: none"> • gender roles in relation to knowledge and cultural practices • information sensitivity and access • appropriate information transfer • negotiations with local Aboriginal Community about information transfer • cultural diversity • natural resources and their importance for economy, religion, spirituality, art, environment, values, beliefs and lore/law • rights and responsibilities associated with cultural knowledge, story, song, Site, and ceremony • interpersonal ways of relating • the talking of Community politics • repatriation of artefacts • issues of ownership (clans/nations) • ownership of intellectual property • acknowledging participation and ownership • communicating about cultural material • displaying cultural material • handling cultural material • identifying appropriate people to be consulted • occasions when consultation is required • ways in which consultations should be conducted
<i>Objects</i> may include	<ul style="list-style-type: none"> • physical objects such as stone tools, Aboriginal-built fences and stockyards, scarred trees, the remains of fringe camps • material deposited on the land, such as middens • the ancestral remains of Aboriginal people • stones and stone tools • art and artworks • shells • non-human bones and organic materials
<i>Movement and storage</i> may be:	<ul style="list-style-type: none"> • externally • internally (within organisation or same building) • short and long distance

	<ul style="list-style-type: none"> • short and long-term storage
<i>Organisational procedures and guidelines</i> may relate to:	<ul style="list-style-type: none"> • cleaning • conservation • environment • handling methods • national and international standards for moving and storing materials • purchasing • security • storage arrangements
<i>Specific requirements</i> may relate to:	<ul style="list-style-type: none"> • additional protection • cultural protocols, including Indigenous protocols • de-acclimatisation periods for sensitive items • environmentally controlled packaging • object moving equipment • object support systems for moving or transfer • preventive pest management processes • use or non-use of certain items
<i>Relevant personnel</i> may include:	<ul style="list-style-type: none"> • couriers • destination personnel • owners of collection material • specialist advisers • store staff • transportation personnel
<i>Handling and moving equipment</i> may include:	<ul style="list-style-type: none"> • acid-free interleaving or wrapping • CD and DVD cases • containers • coverings • cushioning material • enclosures • folders • gloves • negative sleeves • packing/cotton tape and dispenser • protective enclosures, such as: <ul style="list-style-type: none"> • boxes • canisters • crates • tubing • protective wrapping, such as: <ul style="list-style-type: none"> • bubble wrap

	<ul style="list-style-type: none">• cardboard• foam packaging• scissors• trolleys• trucks• tools, such as:<ul style="list-style-type: none">• hammers• screw drivers• utility knives
<i>Transportation documentation</i> may include:	<ul style="list-style-type: none">• delivery details• cart notes• pro-forma• packaging and handling notes• inventory• instructions

Unit Sector(s)

Aboriginal-sites work