



Australian Government

Department of Education, Employment and Workplace Relations

CULCNM201A Monitor collections for changes in condition

Release: 1

CULCNM201A Monitor collections for changes in condition

Modification History

Release	Comments
Release 1	This unit of competency first released with <i>CUL11 Library, Information and Cultural Services Training Package version 1.0</i>

Unit Descriptor

This unit describes the performance outcomes, skills and knowledge required to observe and report the basic condition of collections, and to identify possible threats to objects in collections.

Application of the Unit

This unit applies to individuals working in organisations responsible for the care of material in a collection, both on display and in storage.
Work would generally be undertaken under supervision, within established guidelines.

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. Observe the condition of collections	1.1 Check the position, appearance and <i>condition</i> of <i>collections</i> 1.2 Identify <i>changes, anomalies, damage and deterioration</i> 1.3 Take action when required by condition according to <i>organisational policies and procedures</i> 1.4 Refer complex matters to <i>appropriate personnel</i>
2. Maintain environmental conditions	2.1 Monitor <i>environmental conditions</i> that affect collections 2.2 Make <i>adjustments</i> to environmental conditions according to organisational policies and procedures 2.3 Refer unresolved matters regarding environmental conditions to appropriate personnel
3. Report evidence of potential or actual collection change or damage	3.1 Report changes that present a potential immediate risk to collections to appropriate personnel 3.2 Report evidence of common sources of damage to appropriate personnel 3.3 Observe visitor behaviour that may threaten collections and take action and report within scope of individual responsibility 3.4 Refer <i>hazards and risks</i> to appropriate personnel

Required Skills and Knowledge

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

Required skills

- communication skills to:
 - report changes in the condition of the collection
 - refer hazards and risks to appropriate personnel
- initiative and enterprise skills to identify hazards and risks
- literacy skills to:
 - read and understand organisational policies and procedures
 - complete simple documentation or reports on collection condition
- planning and organising skills to undertake regular, thorough and timely checks of collections
- problem-solving skills to:
 - identify aspects of collections that need attention
 - make adjustments to environmental conditions
- self-management skills to follow workplace procedures
- technical skills to:
 - observe changes in condition of collections
 - observe environmental conditions
 - operate climate control, lighting, safety and security systems.

Required knowledge

- collection monitoring protocols
- common types of damage and deterioration
- environmental standards for maintaining condition of collection
- hazards to collection material, building and personnel
- health, safety and security issues to be considered in monitoring collections
- how to access appropriate personnel
- organisational procedures regarding collection monitoring, work health and safety (WHS) and security
- risks to collections associated with environmental changes and security
- roles and responsibilities of self and others in relation to caring for collections and environmental conditions.

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	<p>Evidence of the ability to:</p> <ul style="list-style-type: none"> observe and report on the condition of collections follow workplace procedures in relation to monitoring collections for changes in condition identify threats to collections and take remedial action.
Context of and specific resources for assessment	<p>Assessment must ensure:</p> <ul style="list-style-type: none"> access to: <ul style="list-style-type: none"> a collection for monitoring relevant policy and procedures manuals availability of appropriate personnel.
Method of assessment	<p>A range of assessment methods should be used to assess practical skills and knowledge. The following examples are appropriate for this unit:</p> <ul style="list-style-type: none"> direct questioning combined with review of portfolios of evidence and third-party workplace reports of on-the-job performance review of documentation prepared by the candidate verbal or written questioning to assess knowledge of common causes of damage or deterioration, safety and reporting procedures completion of a case study. <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>
Guidance information for assessment	<p>Holistic assessment with other units relevant to the industry sector, workplace and job role is recommended, for example:</p> <ul style="list-style-type: none"> BSBOHS201A Participate in OHS processes.

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.

<p><i>Condition</i> may be affected by:</p>	<ul style="list-style-type: none"> • deterioration of other collection material • display case and display support materials • influence of human activities • light • pests • pollution • relative humidity • security considerations • shock and vibration • temperature.
<p><i>Collections</i> may include:</p>	<ul style="list-style-type: none"> • art • artefacts • ceremony, such as: <ul style="list-style-type: none"> • dance • music • cultural heritage • exhibits • heritage resources • history • living styles • materials with a cultural or spiritual significance • other aspects of the natural environment • plants and animals • public and private • science.
<p><i>Changes, anomalies, damage and deterioration</i> may include:</p>	<ul style="list-style-type: none"> • chemical breakdown • corrosion • cracking • discolouration • distortion • electronic breakdown • fading • graffiti or other markings • mechanical breakdown • missing items or components

	<ul style="list-style-type: none"> • moved objects • physical damage • structural breakdown • surface loss or degradation.
<i>Organisational policies and procedures</i> may relate to:	<ul style="list-style-type: none"> • condition reports • disaster management • environmental conditions • insurance • operating standards • reporting methods and protocols • risk management • security • WHS.
<i>Appropriate personnel</i> may include:	<ul style="list-style-type: none"> • building managers • conservators • curators • management committee • managers • security • specialist staff.
<i>Environmental conditions</i> may relate to:	<ul style="list-style-type: none"> • access • cultural issues • light • pest infection • pollution • relative humidity • temperature • water ingress.
<i>Adjustments</i> may relate to:	<ul style="list-style-type: none"> • additional security initiatives • adjusting lighting through: <ul style="list-style-type: none"> • blinds and curtains • dimmers • filters • timers • altering methods of storage and display • archival materials, such as: <ul style="list-style-type: none"> • acid-free paper • boxes • building repair and maintenance • climate control: <ul style="list-style-type: none"> • buffering material

	<ul style="list-style-type: none"> • humidification and dehumidification • temperature adjustments • housekeeping • pest management • reorganising collections • revising or replacing display storage materials.
<i>Hazards and risks</i> may relate to:	<ul style="list-style-type: none"> • building risks • chemical and environmental hazards • disaster preparedness • electrical risks • pests • security risks • staff • visitors • water ingress.

Unit Sector(s)

Cultural services - Collection management