



Australian Government

Department of Education, Employment and Workplace Relations

CULCNM403A Record and maintain collection information

Release: 1

CULCNM403A Record and maintain collection information

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 maintain accurate collection records.

Application of the Unit

This unit applies to individuals who maintain records of collection material for future access. Work would be undertaken according to established procedures and usually with guidance from others.

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. Record collection information	<p>1.1 Confirm <i>collection material</i> to be recorded and associated timelines</p> <p>1.2 Handle material in a manner which ensures its integrity according to organisational access requirements</p> <p>1.3 Research <i>relevant information sources</i> to establish information for <i>fields of information</i></p> <p>1.4 Enter data into <i>collection records</i> following <i>organisational procedures and guidelines</i></p> <p>1.5 Follow <i>legal constraints and cultural protocols</i> regarding data protection and management</p> <p>1.6 Process records, applying suitable <i>formats</i></p>
2. Maintain information records	<p>2.1 Update or transfer information according to organisational policies and procedures</p> <p>2.2 Protect confidential information and adhere to copyright requirements in the storage of records</p> <p>2.3 Store records safely and according to organisational procedures</p>
3. Improve information recordkeeping	<p>3.1 Resolve record maintenance problems within scope of own job role or refer to relevant personnel as required</p> <p>3.2 Seek feedback on own work performance and note areas for improvement</p> <p>3.3 Identify opportunities to improve recordkeeping of collection information and recommend to relevant personnel</p>

Required Skills and Knowledge

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

Required skills

- learning skills to keep abreast of changes to record-keeping systems
- literacy skills to:
 - complete entries in collection records
 - read and interpret wide-ranging reference sources and documentation relating to specific objects and collections
- numeracy skills to:
 - measure physical attributes of collection material
 - work with numerical record-keeping systems
- planning and organising skills to:
 - identify and source information about a wide range of collection items
 - verify integrity of information sources
- self-management skills to:
 - follow workplace procedures
 - prioritise work tasks and meet deadlines
 - seek expert advice as required
- teamwork skills to:
 - respond appropriately to constructive feedback on own work performance
 - work collaboratively with others
- technology skills to:
 - apply bar coding
 - use automated record-keeping systems to enter and retrieve records.

Required knowledge

- copyright, moral rights, intellectual property and privacy issues and legislation relevant to keeping records of collections
- current industry record-keeping systems
- ethical and cultural issues that impact on collection recordkeeping, including those for Aboriginal or Torres Strait Islander material
- handling procedures and identification techniques for collection material
- information sources relevant to collections
- organisational procedures and guidelines for collection recordkeeping
- principles of access and accountability in collection recordkeeping
- sources of curatorial and conservation advice.

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"> • access relevant information sources • enter information into records accurately • interpret and distil information for record-keeping purposes • apply collection record-keeping formats and protocols.
Context of and specific resources for assessment	<p>Assessment must ensure:</p> <ul style="list-style-type: none"> • use of current industry record-keeping systems • access to: <ul style="list-style-type: none"> • organisational procedures and guidelines • collection items • information sources.
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 collection records completed by the candidate • verbal or written questioning to assess knowledge of procedures and information sources. <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"> • CULCNM401A Assess the significance of collection objects.

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>Collection material</i> may relate to:</p>	<ul style="list-style-type: none"> • art • aspects of the natural environment • built heritage • ceremonies, such as: <ul style="list-style-type: none"> • dance • music • cultural heritage • heritage resources • history • living styles • materials with a cultural or spiritual significance • plants and animals • science.
<p><i>Relevant information sources</i> may include:</p>	<ul style="list-style-type: none"> • internal sources • internet • libraries • local community members • print or electronic media • subject matter experts • texts and references.
<p><i>Fields of information</i> may include:</p>	<ul style="list-style-type: none"> • acquisition method • collection numbers • condition • conservation requirements • copyright holder • cost • date of accession • exhibition or display history • history and provenance • insurance details • loan information • maintenance costs • physical description • references relevant to the material

	<ul style="list-style-type: none"> • reproduction history • significance, such as: <ul style="list-style-type: none"> • cultural • historical • scientific • social • technical • source details, such as: <ul style="list-style-type: none"> • artist • collector • dealer • donor • maker • original location • storage location • unique identifier • value.
<i>Collection records</i> may be required for:	<ul style="list-style-type: none"> • acquisition and disposal • assessing significance • audit • cataloguing • condition monitoring • conservation specifications • copyright issues • exhibitions • financial reporting • indexing and retrieval • loans • numbering, location and movement control • pro-formas • reproduction conditions • research • valuation.
<i>Organisational procedures and guidelines</i> may include:	<ul style="list-style-type: none"> • authority to add, delete and update: <ul style="list-style-type: none"> • fields • format • permissions • record control • type of records.
<i>Legal constraints and</i>	<ul style="list-style-type: none"> • copyright

<i>cultural protocols</i> may relate to:	<ul style="list-style-type: none">• intellectual property• item-specific cultural protocols• moral rights• privacy• social and spiritual issues.
<i>Formats</i> for records may relate to:	<ul style="list-style-type: none">• access• documentary• electronic• film and video• hard copy• photographic• retrieval• sound recordings.

Unit Sector(s)

Cultural services - Collection management