Australian Government

Department of Education, Employment and Workplace Relations

CULCNM404A Work with cultural material

Release: 1

INDUSTRY SKILLS COUNCILS
Creating Australia's Future

CULCNM404A Work with cultural material

Modification History

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

Unit Descriptor

This unit describes the performance outcomes, skills and knowledge required to comply with cultural and consultative requirements for sourcing, handling, interpreting and exhibiting cultural materials.

Application of the Unit

This unit applies to organisations that hold, research or display cultural material that is not specifically of Aboriginal or Torres Strait Islander origin.

The unit deals with elements of cultures and intellectual properties of communities that are represented within Australian collecting institutions or which are held temporarily for display or research purposes. It focuses on the sourcing of information through research and through consultation with community groups, and where relevant working with advisory reference groups.

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
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

1. Source cultural material	1.1 Identify and locate **cultural material** that may be appropriate for exhibition or display
	1.2 Confirm traditional ownership of cultural material and consult with appropriate communities
	1.3 Consult with community groups to determine suitable holding for materials not authorised for general exhibition
	1.4 Negotiate permission and advice for the use of cultural material according to **cultural protocols**
	1.5 Complete records and agreements according to cultural and organisational **protocols**
2. Handle cultural material	2.1 Describe, move, store, maintain and return cultural material according to **cultural requirements**
	2.2 Note aspects of objects that need repair or attention and take action within scope of own job role or refer to relevant personnel as required
	2.3 Communicate specific cultural requirements to colleagues
3. Prepare cultural material for exhibition	3.1 Consult with community to determine culturally appropriate approaches to promotion, exhibition and display of material and **limitations** on mode of exhibit
	3.2 Develop culturally appropriate **interpretive approaches**
	3.3 Develop **exhibition support materials** that take account of cultural protocols
	3.4 Communicate **requirements for exhibition** of cultural material to colleagues

Required Skills and Knowledge

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

Required skills

- communication skills to:
  - liaise and consult with community representatives with knowledge and interests relevant to specific cultural material in a culturally sensitive manner
  - share information with colleagues
- cultural sensitivity skills to be:
  - sensitive to cultural issues
  - respectful of different cultural practices
- initiative and enterprise skills to:
  - develop culturally appropriate ways of displaying materials
  - develop interpretive approaches that showcase objects in a culturally respectful way
- literacy skills to:
  - complete organisational records
  - describe cultural material
  - develop agreements
  - prepare text for displays
- planning and organising skills to undertake activities in preparation for exhibitions in a logical and efficient manner
- problem-solving skills to determine appropriate and relevant cultural protocols
- research skills to source information
- self-management skills to:
  - follow workplace procedures
  - prioritise work tasks and meet deadlines
- technical skills to move, store, display and maintain cultural material.

Required knowledge

- appropriate storage for cultural material not suitable for or forbidden to be exhibited or displayed
- collection management practices
- copyright, moral rights and intellectual property issues and legislation with particular reference to cultural material
- cultural protocols and appropriate consultations for the:
  - exhibition of cultural material in the relevant community context
  - identification, movement, storage and maintenance of cultural material in the relevant community context
  - negotiation of community permission to use cultural material
- current conventions for holding, research and display of cultural material, including appropriate consultations and respect for non-western concepts of collecting
- current industry policy on the acquisition and management of cultural material
- issues and protocols relating to the return of cultural material

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- scope of cultural material that may be appropriate for exhibition or display.

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	Evidence of the ability to: • apply knowledge of issues that frame the development of cultural protocols • consult effectively with relevant community representatives about the display of cultural material • observe cultural protocols and follow collection management practices when moving, storing, displaying and maintaining cultural material.
Context of and specific resources for assessment	Assessment must ensure: • access to: 　• cultural material or information on material when access is not available 　• information about cultural protocols • involvement in the assessment process of persons approved of by appropriate persons or custodians of the relevant community.
Method of assessment	A range of assessment methods should be used to assess practical skills and knowledge. The following examples are appropriate for this unit: • direct questioning combined with review of portfolios of evidence and third-party workplace reports of on-the-job performance • evaluation of a project undertaken by the candidate to develop and exhibit cultural material following appropriate consultation that adheres to cultural protocols • evaluation of a project undertaken by the candidate to research and document the cultural significance of particular cultural materials • verbal or written questioning to assess knowledge of appropriate protocols and consultation processes. 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.).
Guidance information for assessment	Any organisation or individual planning to train or assess this unit would be expected to know how to work with communities in a culturally appropriate manner and to identify processes for appropriate contact and establishment of reference groups with relevant ethnic groups. In particular, it is vital to ensure respectful integration of local cultural knowledge or protocols that would inform the implementation of the unit.
	Holistic assessment with other units relevant to the industry sector, workplace and job role is recommended, for example:
	• CULEVP402A Design and develop interpretive displays.

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.

Cultural material is defined as objects, collections, artworks, specimens, structures or sites, and includes:	• archaeological material • books and manuscripts • built heritage • cultural sites and buildings • ethnographic material • film and audiovisual material • flora and fauna • furniture • photographs • technological and industry items • textiles • works on paper and canvas.
Cultural protocols may relate to:	• 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.
Protocols may relate to:	• identification and representation of recipients or custodians • issues relating to the return of cultural material, such as how and where to return the material • local consultations and agreements on return of material • negotiation with current holders of material • return of human skeletal remains where a specific set of cultural consultations and requirements must be observed.
Cultural requirements may relate to:	• access to material and associated research • storage of material • the way material should be transported • use of equipment or tools • who can describe or handle material • who can view material.
Limitations may relate	• access issues, such as: • gender

to:	• secret, sacred material • consultation with and involvement of appropriate community members • descriptive or explanatory writing • fragility of material • identification process • interpretation method.
Interpretive approaches may relate to:	• community wishes for the way material should be interpreted • consultation with and involvement of appropriate community members • knowledge of existing collections.
Exhibition support materials may include:	• advertising materials • approval and permissions • interpretive documents • merchandising • online information • photographs • publications.
Requirements for exhibition may relate to:	• access restrictions • environmental requirements • placement of items within collections • restrictions on those able to interpret material for visitors • special handling requirements or restrictions.

Unit Sector(s)

Cultural services

Custom Content Section

Not applicable.