



Australian Government

Department of Education, Employment and Workplace Relations

CULPRE401A Implement preventive conservation activities

Release: 1

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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 provide preventive care of collection material through a sound knowledge of conservation principles, practices and ethics.

Application of the Unit

This unit applies to a wide range of job roles in organisations responsible for the care of cultural material, including archives, museums, libraries, galleries and cultural centres. People working autonomously under general guidance may undertake this preventive conservation role, depending on the size and structure of the organisation.

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. Monitor environmental conditions	<p>1.1 Monitor <i>environmental conditions</i> according to collection needs and identify agents of deterioration affecting <i>collection material</i></p> <p>1.2 Control and adjust environmental conditions</p> <p>1.3 Report serious problems to relevant colleagues</p>
2. Assess condition of collection material	<p>2.1 Examine and assess <i>condition of collection material</i> in the <i>appropriate location</i></p> <p>2.2 Review documentation and record current condition of items</p> <p>2.3 Apply knowledge of <i>deterioration patterns</i> to collection monitoring</p> <p>2.4 Consult experts for advice where necessary</p>
3. Undertake preventive conservation	<p>3.1 Implement <i>preventive conservation activities</i> according to organisational policies and procedures</p> <p>3.2 Research and apply best practice guidelines, <i>cultural protocols</i> and specialist conservation advice</p> <p>3.3 Follow <i>health, safety, sustainability and disaster management policies and procedures</i></p> <p>3.4 Identify the need for assistance and consult with a specialist conservator in relation to issues that arise in collection care</p> <p>3.5 Complete records of preventive conservation activities</p>
4. Develop preservation skills and knowledge	<p>4.1 <i>Develop, update and maintain knowledge</i> of preservation issues and concepts</p> <p>4.2 Integrate knowledge into work activities</p> <p>4.3 Share knowledge with colleagues</p>
5. Implement basic preservation activities	<p>5.1 Undertake <i>basic preservation activities</i> according to <i>organisational plans and policies</i></p> <p>5.2 Complete records on preservation activities</p>

Required Skills and Knowledge

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

Required skills

- communication and teamwork skills to:
 - liaise with experts on potentially complex preventive conservation issues
 - share knowledge with colleagues
- initiative and enterprise skills to identify changes in the condition of collection material and take appropriate action to minimise damage
- learning skills to:
 - undertake ongoing professional development
 - apply new techniques
- literacy skills to:
 - interpret conservation guidelines
 - document condition of collections
 - record and report preservation and preventive conservation activities
- planning and organising skills to monitor and implement preservation and preventive conservation activities
- research skills to:
 - locate conservation information
 - locate best practice guidelines
- self-management skills to:
 - follow workplace procedures
 - prioritise work tasks and meet deadlines.

Required knowledge

- roles of personnel responsible for care of cultural material, including limitations on roles of unqualified personnel
- role of conservators and of people working under the guidance of conservators, including the scope of work undertaken by each and rationale for this
- sources of expert assistance on collection care
- industry guidelines and terminology about preventive conservation and basic preservation
- role of preventive conservation in relation to collections
- distinction between preservation, conservation and restoration
- basic preservation principles and methods
- factors contributing to deterioration relevant to the collection or industry sector
- cultural considerations and protocols for the handling, storage and display of collection material
- organisational policies and procedures on health, safety, sustainability and disaster management
- methods of protecting collection material from damage and potential hazards
- current best practice guidelines for collection care
- techniques for handling and examining material

- basic principles and methods for using equipment, tools and materials for routine collection care
- conservation principles in relation to collection management
- requirements for safe work and manual handling when undertaking preventive conservation activities
- copyright, moral rights and intellectual property legislation relevant to conservation
- cultural protocols that impact on conservation, including those for Aboriginal or Torres Strait Islander material
- formats and features of conservation plans and object condition reports.

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"> • implement routine preventive conservation activities • demonstrate knowledge of agents of deterioration and their impact on collections • apply basic preservation techniques.
Context of and specific resources for assessment	<p>Assessment must ensure:</p> <ul style="list-style-type: none"> • use of current industry methods and equipment • access to: <ul style="list-style-type: none"> • relevant policies and procedures • cultural material in an appropriate environment so that both material and environment may be assessed by the candidate • equipment, tools and materials for preventive conservation and basic preservation activities.
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 • direct observation of the candidate engaged in preventive conservation activities • review of condition reports prepared or updated by the candidate • evaluation of candidate's responses to different collection scenarios to assess ability to develop approaches for different preservation needs and articulate different challenges and issues to be considered • verbal or written questioning to assess knowledge of different techniques and procedures. <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,</p>

	etc.).
Guidance information for assessment	<p>The content of this unit relates to work that has a significant impact on Australia's cultural heritage and care must be taken to ensure appropriate implementation of the unit. Any individual or organisation planning to undertake training and/or assessment of this unit would be expected to consult with an appropriately qualified conservator or conservation organisation.</p> <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">• CULCNM403A Record and maintain collection information• CULPRE501A Develop disaster management plans.

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>Environmental conditions</i> may relate to:</p>	<ul style="list-style-type: none"> • incorrect or inappropriate handling of material • lighting • pests • pollution • relative humidity • temperature.
<p><i>Collection material</i> is defined as objects, collections, artworks, specimens, structures or sites, and includes:</p>	<ul style="list-style-type: none"> • archaeological material • audiovisual material • books and manuscripts • cultural sites and buildings • ethnographic material • film • flora and fauna • furniture • glass plates • oral histories • photographs • technological and industry items • textiles • works on paper and canvas.
<p><i>Condition of collection material</i> may be assessed by:</p>	<ul style="list-style-type: none"> • comparison with existing condition reports, such as photographic images • examination with instruments, such as: <ul style="list-style-type: none"> • magnifying glass • microscope • raking light • ultraviolet (UV) light • measurement and comparison of known areas of deterioration, such as: <ul style="list-style-type: none"> • areas of loss • cracks • observation.
<p><i>Appropriate location</i></p>	<ul style="list-style-type: none"> • darkroom

may be:	<ul style="list-style-type: none"> • during transport • in display area • in situ, for example, outdoors • laboratory • storage room • studio • workshop.
<i>Deterioration patterns</i> may be linked to:	<ul style="list-style-type: none"> • climate • deterioration of item prior to arrival, with archaeological collections, for example • impact of light • influence of human activities • inherent vice • materials used for storage and display • nature and location of the building or site • pests • pollution • relative humidity • security considerations • temperature • transport and packing.
<i>Preventive conservation activities</i> may include:	<ul style="list-style-type: none"> • framing and de-framing • implementation of the disaster preparedness plan • integrated pest management • monitoring and documentation/recording • non-interventionist actions to combat agents of deterioration • protective storage/boxing • re-formatting • relocation.
<i>Cultural protocols</i> may relate to:	<ul style="list-style-type: none"> • appearance of items • consultation on potential treatments • methods and approaches to display • relationship between items and other material in the collection • storage requirements • when items may be handled • where items may be handled • who can handle the cultural material • who can view the cultural material.
<i>Health, safety, sustainability and disaster management policies and procedures</i>	<ul style="list-style-type: none"> • condition and stability of items relating to such factors as: <ul style="list-style-type: none"> • dirt • dust

may relate to:	<ul style="list-style-type: none"> • mould • pesticides • impact on other parts of the collection • provision and use of safety equipment • reporting of work health and safety issues, including events and near misses • safe manual handling • safe use of tools and equipment • storage of chemicals • toxic and hazardous materials in collections • use of chemicals or other toxic substances.
<i>Develop, update and maintain knowledge</i> may include:	<ul style="list-style-type: none"> • attending seminars and workshops • mentoring arrangements • membership of professional organisations • reading current journals, newsletters and electronic discussion lists • research.
<i>Basic preservation activities</i> may include:	<ul style="list-style-type: none"> • attaching backboards to paintings • creating hanging systems for paintings • designing or making storage enclosures and display supports • following advice from specialist conservators to avoid potential damage • mounting and framing • surface cleaning.
<i>Organisational plans and policies</i> may include:	<ul style="list-style-type: none"> • collection management policies • conservation plans • disaster preparedness policies • preservation plans.

Unit Sector(s)

Cultural services - Preventive conservation