

**CULMS605B****Develop and implement procedures for the movement/storage of cultural material****Unit Descriptor**

This unit describes the skills and knowledge required to establish and implement procedures and protocols for the movement and storage of cultural material.

**Unit Sector**

No sector assigned

**ELEMENT****PERFORMANCE CRITERIA**

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|--|--|
| 1. Establish procedures for handling and movement of cultural material | <ul style="list-style-type: none"> <li>1.1 Identify and assess key information about cultural material as the basis for developing movement/storage procedures</li> <li>1.2 Identify and assess key internal and external factors that impact on movement/storage</li> <li>1.3 Integrate current industry best practice into the development of procedures, including application of cultural protocols</li> <li>1.4 Identify and consult with key stakeholders in the development of procedures</li> <li>1.5 Identify and address any legal, insurance or other administrative requirements which impact on movement/storage of cultural material</li> <li>1.6 Identify and assess Occupational Health and Safety issues and legislative requirements</li> <li>1.7 Develop and communicate clear and complete procedures and plans for the movement/storage of cultural material, including responsibilities, timelines and resource allocations</li> </ul> |
| 2. Monitor movement/storage activities                                 | <ul style="list-style-type: none"> <li>2.1 Organise and monitor movement/storage arrangements in accordance with agreed procedures and the requirements for particular work situations</li> <li>2.2 Monitor the application of safe and secure work practices and take action to address any problems</li> <li>2.3 Monitor object movement/storage against schedules and allocated budgets and take action to address any problems</li> <li>2.4 Consult with colleagues on a regular basis to obtain feedback on movement/storage procedures</li> </ul>  |
| 3. Manage movement/storage records                                     | <ul style="list-style-type: none"> <li>3.1 Monitor record keeping to ensure completeness, currency, accuracy and observance of legal, ethical and cultural constraints</li> <li>3.2 Make adjustments and enhancements to record keeping systems based on ongoing review and feedback from users</li> </ul>   |

## KEY COMPETENCIES

The seven Key Competencies represent generic skills considered for effective work participation. The bracketed numbering against each of the Key Competencies indicates the performance level required in this unit.

Level (1) represents the competence to undertake tasks effectively

Level (2) represents the competence to manage tasks

Level (3) represents the competence to use concepts for evaluating and reshaping tasks.

Key Competency	Example of Application	Performance Level
Communicating ideas and information	Developing a procedures manual for movement/storage of cultural material	3
Collecting analysing and organising information	Assessing technical information to develop protocols for movement/storage of cultural material	3
Planning and organising activities	Organising transportation arrangements	2
Working with others and in teams	Consulting with colleagues during development processes	3
Using mathematical ideas and techniques	Estimating costs	2
Solving problems	Developing approaches to shortcomings in record keeping systems	3
Using technology	Using the Internet to source transportation suppliers	1

## RANGE STATEMENT

The Range Statement relates to the Unit of Competency as a whole. It allows for different work environments and situations that will affect performance.

The following variables may be present with training and assessment depending on the work situation, needs of the trainee, accessibility of the item, and local industry and regional contexts. If bold italicised text is shown in Performance Criteria, details of the text are provided in the Range Statement.

Cultural material is defined as 'objects, collections, artworks, specimens, structures or sites'.

Examples include:

- archaeological material
- books and manuscripts
- cultural sites/buildings
- ethnographic material
- film/audiovisual material
- flora and fauna
- furniture
- photographs
- technological/industry items
- textiles
- works on paper/canvas

The movement and storage of cultural material may:

- take place within the museum
- involve transferring material into the institution from outside
- involve transferring objects from within the institution to an outside location
- involve various forms of transport
- involve long or short term storage

Key information may include:

- nature of material
- condition of material
- dimensions
- weight
- intended use
- length and mode of journey
- planned duration of storage
- type of storage facility
- climate
- propensity for pest infestation
- ownership details
- cultural considerations

Key internal and external factors may include:

- organisational priorities
- resource constraints
- space constraints
- future programs and events
- intentions/programs of other museums
- visitor trends
- availability of specialist expertise
- legal requirements
- cultural considerations

Key stakeholders may include:

- other management
- staff
- volunteers
- suppliers
- conservators
- curators
- lenders/borrowers

Procedures and plans may include consideration of:

- suitable transfer methods
- protection and security of items
- protective materials and equipment
- transportation methods
- transportation routes
- preferred suppliers
- contingencies for potential hazards
- physical, environmental and security constraints of destination
- safe health and manual handling procedures
- legal and financial requirements
- cultural protocols
- location and placement of cultural material at destination
- record keeping requirements

Records may be in a variety of formats including:

- paper documents
- photographic
- film and video
- sound recordings
- computer based

Information records about cultural material may include:

- physical description
- dimensions
- weight
- accession number
- photograph/image
- special handling requirements
- associated collection items
- accessories
- exhibition and storage history
- location
- condition
- previous conservation reports
- history and provenance
- significance, eg cultural, technical, scientific, historical, social
- source, eg original location, donor, dealer, maker, collector
- loan information
- insurance details

## EVIDENCE GUIDE

The Evidence Guide describes the underpinning knowledge and skills that must be demonstrated to prove competence. It is essential for assessment and must be read in conjunction with the Performance Criteria, the Range Statement and the Assessment Guidelines of the relevant Training Package.

### **Critical aspects of evidence required to demonstrate competency in this unit**

The following evidence is critical to the judgement of competence in this unit:

- application of planning and organisational skills to the development and implementation of procedures for movement/storage of cultural material
- sound knowledge of the internal, external and technical issues that impact on movement/storage of cultural material

### **Context of assessment and consistency of performance**

The assessment context must provide for:

- practical demonstration of skills through the development and implementation of movement/storage procedures for specific cultural material
- involvement of, and interaction with others to reflect the consultative and team-leading nature of the unit
- assessment over a period of time to reflect the ongoing implementation and monitoring aspects of the unit

### **Relationships to other units**

It is recommended that this unit be assessed with or after the following units:

- BSBFLM404A Lead work teams
- CUEFIN02B Manage a budget
- CULMS003A Move/store cultural material

This unit also has linkages with a range of other museum-specific and general units, and combined assessment and/or training with those units may be appropriate.

**Method of assessment**

Assessment may incorporate a range of methods to assess performance and the application of essential underpinning knowledge, and might include:

- evaluation of procedures developed by the candidate, and the processes used
- case studies to assess ability to develop options for different workplace contexts and situations
- oral or written questioning to assess knowledge of technical and other considerations in the movement/storage of cultural material
- review of portfolios of evidence and third party workplace reports of on-the-job performance by the candidate

Assessment methods should closely reflect workplace demands and the needs of particular groups [eg people with disabilities, and people who may have literacy or numeracy difficulties such as speakers of languages other than English, remote communities and those with interrupted schooling].

**Essential skills and knowledge**

Assessment must include evidence of the following knowledge and skills:

- technical/conservation issues associated with the movement of particular cultural material in a given work context
- technical/conservation issues associated with the storage of particular cultural material in a given work context
- typical protection, transportation, storage and security procedures and practices relevant to the work context
- legal and administrative requirements for the movement/storage of cultural material
- cultural protocols that affect the movement/storage of cultural material, including those for Aboriginal or Torres Strait Islander material
- copyright, moral rights and intellectual property legislation and issues that impact on movement/storage of cultural material
- safety legislation and requirements that impact on the movement/storage of cultural material
- planning and organisational techniques and processes in relation to the movement/storage of cultural material
- communication and consultation skills
- literacy skills sufficient to interpret a wide range of information and communicate detailed procedures and systems

**Specific resource requirements**

Assessment of this unit requires access to:

- relevant policies and procedures manuals
- a collection for which procedures can be planned