SIFCCAC004 Maintain and care for historical records

Release: 1

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Modification History

Not applicable.

Application

This unit describes the performance outcomes, skills and knowledge required to correctly store, display and maintain historical records to ensure their preservation. It applies to cemetery and crematorium staff and may involve either working autonomously or under supervision. Work is performed according to work health and safety, relevant legislation and workplace policies and procedures.

No licensing, legislative or certification requirements apply to this unit at the time of publication.

Competency Field

Cemetery and Crematoria Administration and Coordination

Unit Sector

Cemetery and Crematoria

Elements and Performance Criteria

ELEMENTS	PERFORMANCE CRITERIA
Elements describe the essential outcomes.	Performance criteria describe the performance needed to demonstrate achievement of the element.
1. Store and display historical records.	1.1 Locate historical records as required.
	1.2 Handle historical records according to industry preservation guidelines and workplace requirements.
	1.3 Store historical records according to industry preservation guidelines and relevant legislation and workplace requirements.
	1.4 Display historical records to industry preservation guidelines and workplace requirements.
2. Carry out maintenance of historical records.	2.1 Inspect historical records to identify damaged or missing records.
	2.2 Report damage or loss of records to supervisor.
	2.3 Carry out routine repairs on historical records as required.
	2.4 Identify when specialist expertise is required.

Foundation Skills

This section describes those language, literacy, numeracy and employment skills that are essential to performance.

Foundation skills essential to performance are explicit in the performance criteria of this unit of competency.

Unit Mapping Information

SIFGLC001A Maintain and care for historical records.

Links

Companion Volume Implementation Guide - http://www.serviceskills.com.au/resources