CUACNM311 Move and store collection material

Release: 1

CUACNM311 Move and store collection material

Modification History

Release	Comments
Release 1	This version first released with CUA Creative Arts and Culture Training Package version 5.0.

Application

This unit describes the skills and knowledge required to handle, pack and unpack collection material when moving or storing it. It involves using techniques, tools and equipment to move and store the material according to organisational policies and procedures.

The unit applies to those who move and store different types of collection material within the same building of an organisation or to an external location. Storage may be short or long-term.

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

Unit Sector

Cultural services – Collection management

Elements and Performance Criteria

ELEMENT	PERFORMANCE CRITERIA
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
1. Determine movement and storage requirements	1.1 Assess documentation and determine scope of work required for movement and storage of collection material 1.2 Identify organisational policies and procedures and specific requirements for moving and storing material and confirm with required personnel 1.3 Assess collections and estimate projected current and future storage requirements with required personnel 1.4 Seek specialist advice or assistance where required
2. Complete collection material packing procedures	2.1 Select packing materials, tools and equipment according to organisational policies and procedures 2.2 Handle collection material safely and in a manner that maintains

	integrity of collection material
	2.3 Pack collection material according to conservation and sustainability principles
	2.4 Label packaging according to organisational policies and procedures
	2.5 Recycle and dispose of waste according to organisational policies and procedures
3. Move collection material	3.1 Select handling and moving equipment according to organisational policies and procedures
	3.2 Handle collection material in a manner that protects individual items and contributes to loading and unloading process
	3.3 Identify hazardous items and load them according to organisational policies and procedures
	3.4 Inspect load prior to transportation and confirm items are loaded and secured according to organisational policies and procedures, and adjust as required
	3.5 Prepare transportation documentation according to organisational policies and procedures
4. Arrange collection material and update records	4.1 Unpack and arrange collection material and update records
	4.2 Install, position and store collection material as required according to organisational policies and procedures
	4.3 Clear and clean work areas according to organisational policies and procedures
	4.4 Refer problems with arranging collection material to required personnel as required
	4.5 Update existing movement and storage records and prepare new records as required according to organisational policies and procedures
	4.6 Store records according to organisational policies and procedures

Foundation Skills

This section describes those language, literacy, numeracy and employment skills that are essential to performance but not explicit in the performance criteria.

SKILL	DESCRIPTION
Numeracy	• Estimates time and measurement using mathematical techniques
Oral communication	• Seeks guidance and follows instructions according to industry standards and organisational policies and procedures • Uses appropriate language when communicating with others

SKILL	DESCRIPTION
Reading	• Reads and interprets documentation and determines requirements for moving and storing different types of collection material
Writing	• Legibly completes simple documentation, recording key information in a style and format that meets organisational policies and procedures
Initiative and enterprise	• Analyses task requirements and decides on required equipment and practices • Makes routine decisions based on implementation of standard procedures
Planning and organising	• Plans and implements routine tasks and workload according to organisational policies and procedures
Self-management	• Understands roles and responsibilities for completion of tasks and seeks assistance when necessary • Takes personal responsibility for following policies and procedures
Teamwork	• Cooperates with others and contributes to work practices where joint outcomes are expected and deadlines are to be met

Unit Mapping Information

Supersedes and is equivalent to CUACNM301 Move and store collection material.

Links

Companion Volume Implementation Guide is found on VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=1db201d9-4006-4430-839f-382ef6b803d5

PwC's Skills for Australia