



Australian Government

CUACNM501 Assess the significance of collections

Release: 1

CUACNM501 Assess the significance of collections

Modification History

Release	Comments
Release 1	This version first released with CUA Creative Arts and Culture Training Package version 2.0.

Application

This unit describes the skills and knowledge required to complete significance assessments for entire collections, or collections within a larger collection. Significance is determined by applying criteria including value, meaning and history attached to individual objects or collections as a whole.

The unit applies to individuals who work in collecting organisations and apply in-depth knowledge of collections and a range of specialised technical skills to make reasoned judgements and sound decisions when undertaking significance assessments that assist in the process of managing collections. In larger organisations, specialised curatorial staff may undertake this role. In smaller organisations, the role may be undertaken by individuals with broader management responsibilities, by committees and boards of management, or combinations of different personnel. Work is undertaken according to established procedures and in consultation with others.

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
<i>Elements describe the essential outcomes.</i>	<i>Performance criteria describe the performance needed to demonstrate achievement of the element.</i>
1. Prepare to assess the significance of collections	1.1 Identify collections to be assessed 1.2 Determine purpose for undertaking significance assessment 1.3 Identify organisational policies that relate to significance assessment of collection 1.4 In consultation with colleagues, identify factors that may impact

ELEMENT	PERFORMANCE CRITERIA
	on the assessment and take these into account when planning work
2. Apply assessment methodology	<p>2.1 Research the history and wider context of collections using sources of information</p> <p>2.2 Review the scope and themes of collection and compare to organisational mission, purpose and key themes</p> <p>2.3 Consult with relevant personnel to determine the social value of collection</p> <p>2.4 Analyse and describe the condition of collection</p>
3. Develop statements of significance	<p>3.1 Identify and compare collection with similar collections</p> <p>3.2 Assess significance against primary and comparative criteria</p> <p>3.3 Write statements of significance that describe the value and meaning of collection</p> <p>3.4 Seek feedback from colleagues on statement of significance</p> <p>3.5 Enter significance assessment into organisational records in the required format and within required timeframes</p>
4. Review assessments of collections	<p>4.1 Reassess significance of collection</p> <p>4.2 Update statement of significance to reflect reassessment</p> <p>4.3 Amend organisational records</p> <p>4.4 Prepare recommendations for further action as required</p>

Foundation Skills

This section describes language, literacy, numeracy and employment skills incorporated in the performance criteria that are required for competent performance.

Skill	Performance Criteria	Description
Reading	1.1, 1.3, 2.1, 2.2	<ul style="list-style-type: none"> Locates, analyses and interprets information to determine job requirements
Writing	2.4, 3.3, 3.5, 4.2, 4.3, 4.4	<ul style="list-style-type: none"> Develops material for a specific purpose using clear and detailed language to convey explicit statements and recommendations Prepares and updates records in the required format
Oral	1.4, 2.3, 3.4	<ul style="list-style-type: none"> Provides and seeks information about collections using language and features appropriate to the audience and

communication		<p>context</p> <ul style="list-style-type: none"> • Uses questioning and listening skills to clarify understanding or seek more detailed information
Numeracy	2.4, 3.2, 3.3	<ul style="list-style-type: none"> • Interprets numerical information and applies basic mathematical calculations to record the value of collections
Navigate the world of work	2.2, 3.5, 4.3	<ul style="list-style-type: none"> • Works independently and collectively to achieve organisational outcomes in relation to assessing the significance of collections • Takes personal responsibility for following organisational policies and procedures
Interact with others	1.4, 2.3, 3.4	<ul style="list-style-type: none"> • Collaborates and cooperates with others to discuss significance issues and achieve joint outcomes
Get the work done	1.1, 1.2, 1.4, 2.1, 2.4, 3.1, 3.2, 3.3, 4.1, 4.4	<ul style="list-style-type: none"> • Plans, prioritises and implements tasks required to achieve outcomes according to workplace procedures and within timelines • Systematically gathers and analyses all relevant information and evaluates options to make informed decisions • Considers how best to involve others in decision making, using collaborative processes as part of the decision-making process • Uses problem solving techniques to identify and analyse issues • Uses digital technologies and systems to undertake research, enter data and present information

Unit Mapping Information

Code and title current version	Code and title previous version	Comments	Equivalence status
CUACNM501 Assess the significance of collections	CULCNM501A Assess the significance of collections	Updated to meet Standards for Training Packages and clarify intent.	Equivalent Unit

Links

Companion Volume implementation guides are found in VETNet -

<https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=1db201d9-4006-4430-839f-382ef6b803d5>