



Australian Government

Department of Education, Employment and Workplace Relations

CUL30204 Certificate III in Museum Practice

Revision Number: 1

CUL30204 Certificate III in Museum Practice

Modification History

Not applicable.

Description

Not applicable.

Pathways Information

Not applicable.

Licensing/Regulatory Information

Not applicable.

Entry Requirements

Not applicable.

Employability Skills Summary

Employability Skills Summary CUL30204 Certificate III in Museum Practice

The following table contains a summary of the Employability Skills required for a museum assistant with some collection focus. The Employability Skills facets described here are broad industry requirements that may vary depending on qualification packaging options.

Employability Skill	Industry requirements for this qualification include:
Communication	<ul style="list-style-type: none"> • completing documentation on collection condition • discussing museum trends with colleagues • presenting information sessions to customers/visitors • seeking feedback on services from museum visitors
Teamwork	<ul style="list-style-type: none"> • sharing information with colleagues • showing sensitivity to cultural and social differences when communicating with others • working with others on routine collection monitoring and maintenance
Problem Solving	<ul style="list-style-type: none"> • considering how current industry information could be used to improve work practices • responding to complaints • responding to equipment failures
Initiative and Enterprise	<ul style="list-style-type: none"> • presenting information to the public in an entertaining and informative way • responding effectively to a range of customer service situations
Planning and Organising	<ul style="list-style-type: none"> • checking condition of collection at regular intervals • maintaining collection records • planning the sequence and methods for delivering an information session • reviewing sources of information on the museum industry
Self-management	<ul style="list-style-type: none"> • following workplace procedures including OHS • maintaining personal presentation standards • operating effectively within scope of individual responsibility
Learning	<ul style="list-style-type: none"> • delivering information sessions to visitors and obtaining feedback on the sessions • identifying and using professional development opportunities
Technology	<ul style="list-style-type: none"> • operating lighting or temperature control systems in a museum • using audiovisual aids

Employability Skill	Industry requirements for this qualification include:
	<ul style="list-style-type: none"> • using database applications • using the internet for research

Packaging Rules

Core Units
<p>Complete 4 core units:</p> <p>CULMS201C Develop and apply knowledge of the museum industry</p> <p>CULMS205C Observe and report basic condition of collection</p> <p>CUECOR02C Work with others</p> <p>CUFSAF01B Follow health, safety and security procedures</p>
Elective Units
<p>Complete 6 other units with at least 3 from one or more of the following areas of the CUL04 Museum and Library/Information Services Training Package:</p> <ul style="list-style-type: none"> • Collection Management • Public Programs • Education and Visitor Services • Aboriginal or Torres Strait Islander Museum Practice <p>Remaining units may be selected from any relevant endorsed Training Package.</p> <p>Appendix A provides guidance on suitable packaging levels for all Units of Competency. The total package of units must meet the requirements of the Australian Qualifications Framework Descriptor for a Certificate III. In all cases selection of electives must be guided by the job outcome sought, local industry requirements and the level of the qualification.</p>

Notes on Certificate III in Museum Practice

This qualification is designed to reflect the role of individuals who work in museums and who perform a range of skilled tasks using discretion and judgement, and who have the ability to select, adapt and transfer skills to different situations. Individuals may specialise in one area (such as customer service) or be multi-skilled.

The workplace context for this qualification will vary, and this context must guide the selection of elective units. Examples of appropriate units for particular jobs at this level follow.

Visitor Liaison Officer

CUECOR03B Provide quality service to customers

CULMS406C Deliver information, activities and events

THTFAT03B Provide a site briefing or scripted commentary

THFTG07B Research and share general information on Australian indigenous culture

WRRCS2B Apply point of sale handling procedures

WRRS1B Sell products and services

Museum Assistant (with some collection focus)

CULMS003B Move/store cultural material

CULMS207C Assist with the presentation of public activities and events

CULMS411C Prepare display accommodation for cultural material

CULMS412C Record and maintain collection information

BSBADM305A Create and use databases

THTFAT03B Provide a site briefing or scripted commentary

Installation Assistant

CULMS003B Move/store cultural material

CULMS407C Install and dismantle exhibition elements

CULMS411C Prepare display accommodation for cultural material

CUVCRS03B Produce computer-aided drawings (CADD)

BCGCA2002B Use carpentry tools and equipment

MEM18.2B Use power tools/hand held operations