



Australian Government

Department of Education, Employment and Workplace Relations

CUL40204 Certificate IV in Museum Practice

Revision Number: 1

CUL40204 Certificate IV 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

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The following table contains a summary of the Employability Skills required for a co-ordinator of a small museum/gallery, team leader (installation or visitor services), curatorial assistant or collections management assistant. 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"> • communicating effectively with people from a range of cultural backgrounds • completing workplace documentation • developing and maintaining industry networks • developing exhibition concepts that meet audience needs • writing descriptions of cultural items in a collection
Teamwork	<ul style="list-style-type: none"> • collaborating with stakeholders on planning exhibitions • consulting with curators about condition of cultural material • leading work teams
Problem Solving	<ul style="list-style-type: none"> • adapting a storage area to improve the environment, within resource limitations • dealing with situations that arise from communication breakdowns • resolving cultural issues surrounding a particular cultural item • responding to a situation where object is damaged during transportation
Initiative and Enterprise	<ul style="list-style-type: none"> • creating structures to support unusual shapes or fragile or heavy items • developing creative and engaging concepts for exhibitions
Planning and Organising	<ul style="list-style-type: none"> • assessing display requirements • undertaking research and analysing data to support development of concepts for exhibitions or for presenting critiques of cultural works • undertaking tasks in a logical sequence
Self-management	<ul style="list-style-type: none"> • assessing the condition of cultural material within the scope of own expertise • following workplace procedures • managing own time effectively

Employability Skill	Industry requirements for this qualification include:
Learning	<ul style="list-style-type: none"> • extending one's own knowledge through work-related research • providing OHS information to work team
Technology	<ul style="list-style-type: none"> • using a computerised recording system • using power tools • using the internet for research • using tools and equipment to monitor condition of exhibition items

Packaging Rules

Core Units
<p>Complete 4 core units:</p> <p>CULMS009B Implement preventive conservation activities</p> <p>CULMS201C Develop and apply knowledge of the museum industry</p> <p>BSBFLM412A Promote team effectiveness</p> <p>CUEOHS01C Implement workplace health, safety and security procedures</p>
Elective Units
<p>Complete 9 other units with at least 5 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 • Preventive Conservation • Public Programs • Education and Visitor Services • Exhibition Development and Management • Aboriginal or Torres Strait Islander Museum Practice • Arts Administration and Management • Facility Management • Marketing • Multimedia <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 IV. In all cases selection of electives must be guided by the job outcome sought, local industry requirements and</p>

Core Units

the level of the qualification.

Notes on Certificate IV in Museum Practice

This qualification is designed to reflect the role of individuals who apply a broad range of skills, including evaluation and planning, and who may provide leadership and guidance to others, with some responsibility for group outcomes.

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.

Co-ordinator of Small Museum/Gallery

CULMS003B Move/store cultural material

CULMS007B Design and develop interpretive displays

CULMS011B Develop a disaster preparedness plan

CULMS406C Deliver information, activities and events

CULMS411C Prepare display accommodation for cultural material

CULMS412C Record and maintain collection information

CULMS610C Research, describe and document cultural material

CUEFIN02C Manage a budget

SRXHRM001B Manage volunteers (pre-requisite leadership skills required. See note in unit)

Team Leader (Installation)

CULMS003B Move/store cultural material

CULMS407C Install and dismantle exhibition elements

CULMS411C Prepare display accommodation for cultural material

CULMS504C Organise and monitor exhibition installation/dismantling

BCGCA2002B Use carpentry tools and equipment

CUEIND03B Integrate accessibility principles into work practices

CUVCRS03B Produce computer-aided drawings (CADD)

MEM18.2B Use power tools/hand held operations

THTFME03A Develop and update event industry knowledge

Team Leader (Visitor Services)

CULMS202C Provide visitors with venue information and assistance

CULMS406C Deliver information, activities and events

CULMS506C Plan and develop activities, events and programs

CUECOR03B Provide quality service to customers

CUECOR04B Deal with conflict and resolve complaints

TAADEL404B Facilitate work-based learning

THTFTG07B Research and share general information on Australian Indigenous culture

THTFTG14A Prepare specialised interpretive content (cultural and heritage environments)

THTTCO01B Develop and update tourism industry knowledge

Curatorial Assistant

CULMS003B Move/store cultural material

CULMS411C Prepare display accommodation for cultural material

CULMS412C Record and maintain collection information

CULMS610C Research, describe and document cultural material

CULMS005B Research and generate ideas for exhibition concepts

CUSGEN02B Work in a culturally diverse environment

CUVADM13B Research and critique cultural work(s)

CUVADM12B Work with arts professionals in an arts organisation

THTFTG14A Prepare specialised interpretive content (cultural and heritage environments)

Collections Management Assistant

CULMS003B Move and store cultural material

CULMS205C Observe and report basic condition of collection

CULMS411C Prepare display accommodation for cultural material

CULMS412C Record and maintain collection information

CULMS502C Acquire/dispose of cultural material

CULMS605C Develop and implement procedures for the movement and storage of cultural material

CUSGEN02B Work in a culturally diverse environment

BSBADM305A Create and use databases