



**Australian Government**

**Department of Education, Employment and Workplace Relations**

# **CUL50204 Diploma of Museum Practice**

**Revision Number: 1**

## **CUL50204 Diploma of 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 CUL50204 Diploma of Museum Practice

The following table contains a summary of the Employability Skills required for a manager of a small museum/gallery. 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"> <li>• negotiating, for example, with owners of cultural material, or with organisations about lending and/or borrowing cultural items</li> <li>• writing descriptions of cultural material</li> <li>• writing workplace policy and procedural documents</li> </ul>
Teamwork	<ul style="list-style-type: none"> <li>• consulting and collaborating with stakeholders and team members over work-related issues</li> <li>• managing a team</li> </ul>
Problem Solving	<ul style="list-style-type: none"> <li>• consulting on and adjusting operational procedures to minimise risk</li> <li>• developing approaches to shortcomings in record keeping systems</li> </ul>
Initiative and Enterprise	<ul style="list-style-type: none"> <li>• developing cost effective procedures to meet limited budgets</li> <li>• tailoring lending/borrowing conditions to suit different situations/clients</li> </ul>
Planning and Organising	<ul style="list-style-type: none"> <li>• assessing risk factors, and organising disaster response and recovery procedures</li> <li>• developing and managing budgets, operational plans and marketing strategies</li> <li>• establishing, monitoring and evaluating OHS systems and procedures</li> <li>• organising lending/borrowing procedures</li> <li>• organising the process for acquiring and disposing of collection items</li> </ul>
Self-management	<ul style="list-style-type: none"> <li>• assessing the condition of cultural material within the scope of own expertise</li> <li>• developing policies and strategies that reflect the workplace vision and mission</li> <li>• following workplace procedures</li> <li>• managing own time effectively</li> <li>• projecting a professional image when representing the organisation to the community</li> </ul>
Learning	<ul style="list-style-type: none"> <li>• monitoring skill development needs</li> <li>• providing workplace training such as OHS</li> </ul>

Employability Skill	Industry requirements for this qualification include:
	<ul style="list-style-type: none"> <li>• taking responsibility for keeping one's own industry knowledge up-to-date</li> </ul>
Technology	<ul style="list-style-type: none"> <li>• taking account of emerging technologies in the planning process</li> <li>• using electronic communication methods</li> <li>• using the internet for research</li> </ul>

## Packaging Rules

Core Units
<p><b>Complete 7 core units:</b></p> <p>CULLB510C Develop and maintain community/stakeholder relationships</p> <p>CULMS009B Implement preventive conservation activities</p> <p>CULMS201C Develop and apply knowledge of the museum industry</p> <p>BSBFLM503B Manage effective workplace relationships</p> <p>CUEFIN02C Manage a budget</p> <p>CUEOHS02C Establish and maintain a safe and secure workplace</p> <p>THHGLE22A Manage risk</p>
Elective Units
<p><b>Complete 10 other units with at least 7 from one or more of the following areas of the CUL04 Museum and Library/Information Services Training Package:</b></p> <ul style="list-style-type: none"> <li>• Collection Management</li> <li>• Public Programs</li> <li>• Preventive Conservation</li> <li>• Education and Visitor Services</li> <li>• Exhibition Development and Management</li> <li>• Aboriginal or Torres Strait Islander Museum Practice</li> <li>• Arts Administration and Management</li> <li>• Event Management</li> <li>• Facility Management</li> <li>• Marketing</li> <li>• Multimedia</li> </ul> <p><b>Remaining units may be selected from any relevant endorsed Training Package.</b></p> <p>Appendix A provides guidance on suitable packaging levels for all Units of</p>

**Core Units**

Competency. The total package of units must meet the requirements of the Australian Qualifications Framework Descriptor for a Diploma. In all cases selection of electives must be guided by the job outcome sought, local industry requirements and the level of the qualification.

**Notes on Diploma of Museum Practice**

This qualification is designed to reflect the role of individuals who use a range of specialised, technical or managerial competencies to plan, carry out and evaluate the work of self and/or team.

The workplace context for this qualification will vary, and this context must guide the selection of elective units. An example of appropriate units for a particular job at this level follows.

**Manager of Small Museum/Gallery**

CULMS011B Develop a disaster preparedness plan

CULMS502C Acquire/dispose of cultural material

CULMS506C Plan and develop activities, events and programs

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

CULMS609C Develop policies and strategies

CULMS610C Research, describe and document cultural material

CULMS611C Lend/borrow cultural material

CUEFIN01C Develop a budget

CUSADM06A Develop and implement an operational plan

THHGLE12B Develop and manage marketing strategies