



Australian Government

Department of Education, Employment and Workplace Relations

CUL60204 Advanced Diploma of Museum Practice

Revision Number: 1

CUL60204 Advanced 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

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The following table contains a summary of the Employability Skills required for a director of a cultural centre. 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 workplace information to others • developing and implementing a communications strategy • networking with industry and community • writing a public relations plan and communicating appropriately with colleagues, stakeholders and the media
Teamwork	<ul style="list-style-type: none"> • collaborating with and managing team members • running consultation sessions with key stakeholders
Problem Solving	<ul style="list-style-type: none"> • developing a strategy to overcome a negative public reaction to a particular event • developing approaches to take account of conflicting views • identifying and addressing copyright requirements • resolving problems resulting from faulty equipment
Initiative and Enterprise	<ul style="list-style-type: none"> • developing innovative and creative concepts for exhibitions or events • tailoring lending/borrowing conditions to suit different situations/clients • using alternative maintenance methods to achieve cost effectiveness
Planning and Organising	<ul style="list-style-type: none"> • assessing facility maintenance needs and contributing to the development of maintenance programs • developing and managing budgets, strategic and operational plans, marketing and public relations strategies • establishing, monitoring and evaluating OHS systems and procedures • establishing operational phases for concept realisation • managing projects • organising lending/borrowing procedures • organising the process for acquiring and disposing of collection items
Self-management	<ul style="list-style-type: none"> • developing and implementing policies and strategies that reflect the workplace vision and mission

Employability Skill	Industry requirements for this qualification include:
	<ul style="list-style-type: none"> • following workplace procedures • managing own time effectively
Learning	<ul style="list-style-type: none"> • coaching colleagues in ways of accepting diversity in relation to colleagues and customers • identifying training needs in relation to diversity issues • monitoring skill development needs • providing workplace training such as OHS • seeking expert advice when required such as on copyright issues, equipment repair • taking responsibility for keeping one's own industry knowledge up-to-date
Technology	<ul style="list-style-type: none"> • determining technical feasibility of proposals • maintaining equipment • using electronic communication systems • using the internet for research

Packaging Rules

Core Units
<p>Complete 10 core units:</p> <p>CULLB510C Develop and maintain community/stakeholder relationships</p> <p>CULMS201C Develop and apply knowledge of the museum industry</p> <p>BSBFLM503B Manage effective workplace relationships</p> <p>CUEFIN01C Develop a budget</p> <p>CUEFIN02C Manage a budget</p> <p>CUEOHS02C Establish and maintain a safe and secure workplace</p> <p>CUSADM06A Develop and implement an operational plan</p> <p>CUSADM09A Address legal and administrative requirements</p> <p>CUVCON06B Develop concepts for arts organisations or projects</p> <p>THHGLE22A Manage risk</p>
Elective Units
<p>Complete 12 other units with at least 7 from one or more of the following areas of the CUL04 Museum and Library/Information Services Training Package:</p>

Core Units

- Collection Management
- Public Programs
- Preventive Conservation
- Education and Visitor Services
- Exhibition Development and Management
- Aboriginal or Torres Strait Islander Museum Practice
- Arts Administration and Management
- Event Management
- Facility Management
- Marketing
- Multimedia

Remaining units may be selected from any relevant endorsed Training Package.

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 an Advanced 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 Advanced Diploma of Museum Practice

This qualification is designed to reflect the role of individuals who analyse, diagnose, design and execute judgements across a broad range of technical or management functions and who have a wide range of specialised technical, creative or conceptual skills. They are also responsible for group outcomes.

Higher education qualifications, such as Bachelor Degrees, are also available in this area. 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.

Director of a Cultural Centre

CULMS502C Acquire/dispose of cultural material

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

CULMS609C Develop policies and strategies

CULMS611C Lend/borrow cultural material

CUETEM09B Manage diversity

CUSADM04A Manage a major project

CUSADM05A Develop and implement a business/strategic plan

CUSADM06A Develop and implement an operational plan

CUSADM08A Address copyright requirements

CUVADM08B Develop and manage public relations strategies

THHGLE12B Develop and manage marketing strategies

THTSMA01B Coordinate the production of brochures and marketing materials