



Australian Government

CULMS003B Move/store cultural material

Revision Number: 1

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Modification History

Not applicable.

Unit Descriptor

Unit descriptor

This unit describes the performance outcomes, skills and knowledge required to handle, pack and unpack cultural material for movement and/or storage. The unit requires knowledge of techniques and materials that may be used for different types of cultural material.

No licensing, legislative, regulatory or certification requirements apply to this unit at the time of endorsement.

Application of the Unit

Application of the unit

This unit applies to individuals who may be required to handle, move and store cultural material. Work would generally be carried out under supervision and within established guidelines.

Licensing/Regulatory Information

Not applicable.

Pre-Requisites

Prerequisite units

Nil

Employability Skills Information

Employability Skills The required outcomes described in this unit of competency contain applicable facets of Employability Skills. The Employability Skills Summary for the qualification in which this unit of competency is packaged, will assist in identifying Employability Skills requirements.

Elements and Performance Criteria Pre-Content

Elements describe the essential outcomes of a unit of competency.

Performance criteria describe the performance needed to demonstrate achievement of the element. Where bold italicised text is used, further information is detailed in the required skills and knowledge section and the range statement. Assessment of performance is to be consistent with the evidence guide.

Elements and Performance Criteria

ELEMENT	PERFORMANCE CRITERIA
1 Determine movement/storage requirements	1.1 Correctly interpret <i>documentation</i> to determine scope of work required for <i>movement and storage</i>
	1.2 Organise or access <i>cultural material</i> to be moved or stored in accordance with <i>specific requirements</i> and general organisational procedures
	1.3 Take account of cultural protocols which impact on movement/storage activities
	1.4 Confirm procedures to be followed with relevant personnel
	1.5 Identify the need for specialist advice or assistance and take action accordingly
2 Pack/unpack cultural material	2.1 Handle <i>cultural material</i> safely and in a manner which maintains the integrity of the material
	2.2 Safely use packing equipment, tools and <i>materials</i>

ELEMENT**PERFORMANCE CRITERIA**

for movement/storage which maintain the integrity of the *cultural material* and which are appropriate for the *transportation* or storage context

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| 2.3 | Observe conservation requirements in accordance with organisational procedures and guidelines and direction from relevant personnel |
| 2.4 | Use safe manual handling procedures throughout the process to avoid injury or damage |
| 2.5 | Clearly and accurately mark packaging to facilitate easy identification by others during transportation or within storage facilities |
| 3 Move/store cultural material | <p>3.1 Handle <i>cultural material</i> in a manner which protects individual items and assists efficient loading/unloading processes</p> <p>3.2 Install or position <i>cultural material</i> in appropriate location or storage area according to directions</p> <p>3.3 Clear and clean work areas in accordance with organisational procedures</p> <p>3.4 Identify any hazardous items and load these in a manner which minimises health and safety risk</p> <p>3.5 Inspect load prior to <i>transportation</i> to ensure that all items are loaded appropriately, and make adjustments as required</p> <p>3.6 Retain/store packaging materials in accordance with organisational <i>procedures and guidelines</i></p> <p>3.7 Promptly identify any problems, take action within scope of individual responsibility or refer to appropriate personnel</p> |
| 4 Maintain movement/storage records | <p>4.1 Accurately update existing records and prepare new <i>records</i> in accordance with organisational procedures and practices</p> <p>4.2 Make documents readily accessible and place safely</p> |

ELEMENT**PERFORMANCE CRITERIA**

in their allotted location for ease of retrieval, in accordance with organisational *procedures and guidelines*

Required Skills and Knowledge

REQUIRED SKILLS AND KNOWLEDGE

This section describes the skills and knowledge required for this unit.

Required skills

- planning and organisational skills to complete processes and to follow procedures in a logical and timely fashion
- literacy skills to interpret documentation used for movement and storage
- numeracy skills to count items and to take basic measurements.

Required knowledge

- packing and storage techniques for different types of cultural material (relevant to the work context)
- differences in approach between short-term movement/storage and long-term storage
- conservation issues to be considered when moving/storing cultural material (overview knowledge only)
- security issues to be considered when moving/storing cultural material
- cultural protocols to be observed for different types of material, including those for Aboriginal or Torres Strait Islander material
- typical record keeping procedures for collection movement and storage
- safe work and manual handling procedures.

Evidence Guide

EVIDENCE GUIDE

The Evidence Guide provides advice on assessment and must be read in conjunction with the performance criteria, required skills and knowledge, range statement and the Assessment Guidelines for the Training Package.

Critical aspects for assessment and evidence required to demonstrate competency in this unit

Evidence of the following is essential:

- knowledge of handling/movement/storage techniques and procedures for different types of cultural material (relevant to the work context)
- demonstration of safe and correct procedures for the handling/movement/storage of collection items.

Context of and specific resources for assessment

Assessment must ensure:

- access to a collection
- access to materials, tools and equipment for packing and storage including transportation/storage areas
- access to relevant policies and procedures manuals.

Method of assessment

A range of assessment methods should be used to assess practical skills and knowledge. The following examples are appropriate for this unit:

- direct questioning combined with review of portfolios of evidence and third party workplace reports of on-the-job performance by the candidate
- direct observation of the candidate handling and packing cultural material
- inspection of items packed or stored by the candidate
- oral or written questioning to assess knowledge of handling and packing techniques for different types of cultural material, safety requirements.

Holistic assessment with other units relevant to the industry sector, workplace and job role is recommended, for example:

- CUFSAF01B Follow health, safety and security procedures.

EVIDENCE GUIDE

This unit also underpins the following unit:

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

Range Statement

RANGE STATEMENT

The range statement relates to the unit of competency as a whole. It allows for different work environments and situations that may affect performance. Bold italicised wording, if used in the performance criteria, is detailed below. Essential operating conditions that may be present with training and assessment (depending on the work situation, needs of the candidate, accessibility of the item, and local industry and regional contexts) may also be included.

- Documentation* may include:
- work instructions
 - transportation documentation
 - collection records
 - lending/borrowing documentation
 - storage details

RANGE STATEMENT

Movement and storage may be:

- internally (within organisation or same building)
- externally
- long/short distance

Cultural material is defined as 'objects, collections, artworks, specimens, structures or sites' and includes:

- archaeological material
- books and manuscripts
- cultural sites/buildings
- ethnographic material
- film/audiovisual material
- flora and fauna
- furniture
- photographs
- technological/industry items
- textiles
- works on paper/canvas

Specific requirements may relate to:

- use/non-use of certain items
- additional protection
- environmentally controlled packaging
- cultural protocols, including Indigenous protocols
- object support systems for moving/transfer
- object moving equipment

Materials for movement/storage may include:

- containers
- coverings
- acid free interleaving or wrapping
- protective wrapping (bubble wrap, cellaire, cardboard)
- protective enclosure (canisters, tubing, boxes, crates)
- negative sleeves, folders, enclosures, CD cases
- gloves
- cushioning material
- packing/cotton tape
- trolleys
- trucks

RANGE STATEMENT

Procedures and guidelines may relate to:

- conservation
- security
- environment
- handling methods

Transportation may be by:

- hand
- trolley/box
- road
- rail
- sea
- air

Records may be:

- pro-forma
- reports
- transportation documentation
- computerised entries
- digital documentation
- barcoding

Unit Sector(s)

Not applicable.

Competency field

Competency field Collection Management