



Australian Government

Department of Education, Employment and Workplace Relations

CULMS205C Observe and report basic condition of collection

Revision Number: 1

CULMS205C Observe and report basic condition of collection

Modification History

Not applicable.

Unit Descriptor

Unit descriptor

This unit describes the performance outcomes, skills and knowledge required to observe and monitor the condition of the collection, and to identify possible threats to objects in the collection.

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 all individuals working in organisations responsible for the care of cultural material, as all workers must be aware of threats to the collection, The unit requires only a general knowledge of threats and common causes of damage. The collection may be on display or in storage.

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 Monitor condition of the collection

- 1.1 Check the position, appearance and ***condition*** of the ***collection*** at regular intervals using condition reports when available
- 1.2 Identify ***changes, anomalies, damage or deterioration*** promptly and take action in accordance with organisational procedures and scope of individual responsibility
- 1.3 Monitor ***environmental conditions*** at regular intervals and make ***adjustments*** in accordance with organisational procedures and scope of individual responsibility
- 1.4 Promptly identify any visitor behaviour which may threaten the ***collection*** and take action within scope of individual responsibility and in accordance with organisational procedures

ELEMENT	PERFORMANCE CRITERIA
2 Report evidence of potential or actual collection damage	<p>2.1 Report evidence of common sources of damage orally or in writing to appropriate personnel in accordance with organisational practices and procedures</p> <p>2.2 Quickly identify and promptly report changes in circumstance which present a potential immediate risk to the collection</p>

Required Skills and Knowledge

REQUIRED SKILLS AND KNOWLEDGE

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

Required skills

- organisational skills to undertake logical, thorough and timely checks of the collection
- literacy skills to complete documentation or simple reports on collection condition.

Required knowledge

- roles and responsibilities of different people in caring for the collection, including limitations on individuals handling items
- collection monitoring
- typical environmental standards for maintaining condition of collection relevant to the work context
- implications of poor environment and/or changes to environment on condition of collection
- common types of damage and deterioration relevant to the work context
- health, safety and security issues to be considered in monitoring the collection
- procedures for dealing with suspicious visitor behaviours.

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 environmental conditions needed for a collection and common causes of damage and deterioration (relevant to the work context)
- knowledge and application of correct procedures to address potential threats to an actual collection.

Context of and specific resources for assessment

Assessment must ensure:

- access to a collection for monitoring
- 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
- review of documentation prepared by the candidate
- oral or written questioning to assess knowledge of common causes of damage or deterioration, safety and reporting procedures.

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
- CULMS009B Implement preventive conservation activities.

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.

- Condition*** of the collection may be affected by:
- display case and display support materials
 - light
 - temperature
 - relative humidity
 - pollution
 - pests
 - shock, vibration
 - influence of human activities
 - security considerations
 - deterioration of other collection material

- A ***collection*** is defined very broadly and may relate to:
- cultural heritage
 - history
 - art
 - science
 - plants and animals
 - other aspects of the natural environment
 - materials with a cultural/spiritual significance
 - living styles
 - ceremony e.g. dance, music
 - any other heritage resource

RANGE STATEMENT

Changes, anomalies, damage or deterioration may include:

- missing items/components
- moved objects
- physical damage
- graffiti or other markings
- surface loss or degradation
- structural breakdown
- discolouration
- distortion
- corrosion
- chemical breakdown
- mechanical breakdown
- electronic breakdown
- fading
- cracking

Environmental conditions may relate to:

- relative humidity
- temperature
- light
- pollution
- access
- cultural issues
- pest infection
- water ingress

Adjustments to environmental conditions may relate to:

- light e.g. blinds, curtains, filters, timers, dimmers
- climate control (temperature adjustments, humidification/dehumidification, buffering material)
- re-organisation of the collection
- additional security initiatives
- altering methods of storage
- revising/replacing display storage materials
- pest management
- housekeeping
- building repair and maintenance

Unit Sector(s)

Not applicable.

Competency field

Competency field Collection Management