



Australian Government

Department of Education, Employment and Workplace Relations

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

Release: 1

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Modification History

Not applicable.

Unit Descriptor

Unit descriptor This unit describes the performance outcomes, skills and knowledge required to establish and implement procedures and protocols for the movement and storage 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 responsible for the management of the movement and storage of cultural material. Depending on the size of the organisation, this role may be undertaken by collection management personnel, or by an individual with broader management responsibilities. Work is undertaken autonomously within organisational guidelines, often as the leader of a team.

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 Establish procedures for handling and movement of cultural material	<p>1.1 Identify and assess <i>key information</i> about <i>cultural material</i> as the basis for developing <i>movement and storage</i> procedures</p> <p>1.2 Identify and assess <i>key internal and external factors</i> that impact on movement and storage</p> <p>1.3 Integrate current industry best practice into the development of procedures, including application of cultural protocols</p> <p>1.4 Identify and consult with <i>key stakeholders</i> in the development of procedures</p> <p>1.5 Identify and address any legal, insurance or other administrative requirements which impact on movement and storage of cultural material</p> <p>1.6 Identify and assess occupational health and safety issues and legislative requirements</p> <p>1.7 Develop and communicate clear and complete <i>procedures and plans</i> for the movement/storage of</p>

ELEMENT

PERFORMANCE CRITERIA

cultural material, including responsibilities, timelines and resource allocations

2 Monitor movement/storage activities

- 2.1 Organise and monitor movement and storage arrangements in accordance with agreed procedures and the requirements for particular work situations
- 2.2 Monitor the application of safe and secure work practices and take action to address any problems
- 2.3 Monitor object movement and storage against schedules and allocated budgets and take action to address any problems
- 2.4 Consult with colleagues on a regular basis to obtain feedback on movement and storage procedures

3 Manage movement/storage records

- 3.1 Monitor *information records* to ensure completeness, currency, accuracy and observance of legal, ethical and cultural constraints
- 3.2 Make adjustments and enhancements to *record keeping* systems based on ongoing review and feedback from users

Required Skills and Knowledge

REQUIRED SKILLS AND KNOWLEDGE

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

Required skills

- communication skills to consult with work colleagues and other stakeholders on requirements and constraints for movement and storage
- planning and organisational skills to establish and implement a range of interrelated processes
- literacy skills to interpret a wide range of information and to communicate detailed procedures and systems
- numeracy skills to interpret and use budgets, and to work with numerical record keeping systems.

Required knowledge

- technical/conservation issues associated with the movement of particular cultural material in a given work context
- technical/conservation issues associated with the storage of particular cultural material in a given work context
- typical protection, transportation, storage and security procedures and practices relevant to the work context
- legal and administrative requirements for the movement/storage of cultural material
- cultural protocols that affect the movement/storage of cultural material, including those for Aboriginal or Torres Strait Islander material
- copyright, moral rights and intellectual property legislation and issues that impact on movement/storage of cultural material
- safety legislation and requirements that impact on the movement/storage of cultural material.

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:

- application of planning and organisational skills to the development and implementation of procedures for movement/storage of cultural material
- knowledge of the internal, external and technical issues that impact on movement/storage of cultural material.

Context of and specific resources for assessment

Assessment must ensure:

- involvement of, and interaction with others to reflect consultation and team leadership
- assessment over a period of time to reflect the ongoing implementation and monitoring aspects of the unit
- access to relevant policies and procedures manuals
- access to a collection for which procedures can be planned.

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
- evaluation of procedures developed by the candidate, and the processes used
- evaluation of candidate's ability to develop procedures and highlight appropriate issues for different workplace contexts and situations
- oral or written questioning to assess knowledge of technical and other considerations in the movement/storage of cultural material.

EVIDENCE GUIDE

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

- BSBFLM412A Promote team effectiveness
- CUEFIN02C Manage a budget.

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.

Key information may include:

- nature of material
- condition of material
- dimensions
- weight
- intended use
- length and mode of journey
- planned duration of storage
- type of storage facility
- climate
- propensity for pest infestation
- ownership details
- cultural considerations

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

RANGE STATEMENT

The *movement and storage* of cultural material may:

- take place within the museum
- involve transferring material into the institution from outside
- involve transferring objects from within the institution to an outside location
- involve various forms of transport
- involve long or short term storage

Key internal and external factors may include:

- organisational priorities
- resource constraints
- space constraints
- future programs and events
- intentions/programs of other museums
- visitor trends
- availability of specialist expertise
- legal requirements
- cultural considerations

Key stakeholders may include:

- other management
- staff
- volunteers
- suppliers
- conservators
- curators
- lenders/borrowers

Procedures and plans may include consideration of:

- suitable transfer methods
- protection and security of items
- protective materials and equipment
- transportation methods
- transportation routes
- preferred suppliers
- contingencies for potential hazards
- physical, environmental and security constraints of destination
- safe health and manual handling procedures
- legal and financial requirements
- cultural protocols

RANGE STATEMENT

- location and placement of cultural material at destination
- record keeping requirements

Information records about cultural material may include:

- physical description
- dimensions
- weight
- accession number
- photograph/image
- special handling requirements
- associated collection items
- accessories
- exhibition and storage history
- location
- condition
- previous conservation reports
- history and provenance
- significance e.g. cultural, technical, scientific, historical, social
- source e.g. original location, donor, dealer, maker, collector
- loan information
- insurance details

Record keeping may be in a variety of formats including:

- paper documents
- photographic
- film and video
- sound recordings
- computer-based

Unit Sector(s)

Not applicable.

Competency field

Competency field Collection Management