



**Australian Government**

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

# **CULMS610C Research, describe and document cultural material**

**Revision Number: 1**

## CULMS610C Research, describe and document cultural material

### Modification History

Not applicable.

### Unit Descriptor

**Unit descriptor** This unit describes the performance outcomes, skills and knowledge required to research, describe and document cultural material, including the assessment and articulation of significance. The unit focuses on assessing and articulating the significance of cultural material, requires the application of significant judgement and is conducted under limited guidance.

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 are responsible for the assessment and description of any type of cultural material within a collection. It requires the application of significant judgement and specialised knowledge, and is conducted under limited guidance from others.

### 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 Describe cultural material

- 1.1 Examine *cultural material* in accordance with industry best practice and organisational procedures
- 1.2 Research *relevant information sources* regarding history and provenance of the cultural material
- 1.3 Accurately identify unusual and distinctive features of the cultural material
- 1.4 Clearly identify the cultural material wherever possible and provide a rationale for the identification
- 1.5 Accurately and clearly record the results of the identification process in an appropriate format

#### 2 Assess significance

- 2.1 Identify and consult with *key stakeholders* regarding the significance of cultural material
- 2.2 Clearly identify the relationship of the material to related items in the collection and the significance of

<b>ELEMENT</b>	<b>PERFORMANCE CRITERIA</b>
	this relationship
	2.3 Identify the need for and seek appropriate expert advice where necessary
	2.4 Take action to ensure an item's condition and its conservation needs are fully described, and alert relevant personnel as required
<b>3 Summarise information</b>	3.1 Record descriptions in accordance with organisational procedures and practices
	3.2 Articulate the significance of the cultural material in an <i>appropriate format</i> and in sufficient <i>detail in the description</i> to meet organisational requirements
<b>4 Complete accession details</b>	4.1 Record <i>accession details</i> and allocate accession numbers according to organisational procedures and practices and from the correct sequence
	4.2 Confirm the identity of the cultural material before the accession process is implemented
	4.3 Accurately record the accession number in the appropriate information system
	4.4 Accurately record the accession number on the cultural material in accordance with organisational procedures and practices

## **Required Skills and Knowledge**

### **REQUIRED SKILLS AND KNOWLEDGE**

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

#### **Required skills**

- research skills to conduct wide-ranging and detailed information searches on different types of cultural material
- communication skills to hold consultations with stakeholders on potentially complex aspects of cultural material significance
- planning and organisational skills to integrate research, consultation and recording processes
- literacy skills to analyse and document potentially complex information on cultural material
- numeracy skills to work with numerical accession systems.

#### **Required knowledge**

- subject matter expertise related to the cultural material, including detailed knowledge of information sources
- concepts of significance and significance assessment process
- relevant sources of expert advice relevant to the work context
- handling and examination techniques in the relevant work context
- conservation policies and procedures as they apply to identification, description and documentation of cultural material
- copyright, moral rights and intellectual property issues and legislation and their impact on identification, description and documentation of cultural material
- cultural protocols for examining, identifying and reporting on cultural material, including Indigenous protocols
- industry procedures and systems for examining, identifying and reporting on 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 detailed knowledge of assessment and description techniques and procedures for cultural material
- practical application of techniques through identification and description of a range of different types of cultural material.

#### **Context of and specific resources for assessment**

Assessment must ensure:

- practical demonstration of skills
- use of current industry systems to research, describe and document cultural material
- access to relevant policies and procedures manuals
- access to cultural material to be identified, described, documented.

## EVIDENCE GUIDE

### 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 descriptions and records created by the candidate
- evaluation of research processes undertaken by the candidate to identify and assess the significance of cultural material
- evaluation of collection information prepared by the candidate to describe a number of different types of cultural material
- oral or written questioning to assess knowledge of industry standards and procedures for identification, description and documentation of cultural material.

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

- CULMS502CAcquire/dispose 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.

***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

***Relevant information sources*** may include:

- other museums
- previous holders of cultural material
- other museum workers
- publications
- experts/specialists
- organisation's collection
- catalogues
- reference works
- written reports
- local community members
- archives
- libraries
- Internet
- makers/artists



## RANGE STATEMENT

*Key stakeholders* may include:

- donors
- owners/custodians
- cultural groups
- users
- community associations
- experts/specialists
- makers/artists

*Appropriate format* may be:

- verbal
- written
- graphic
- photographic

*Detail in the description* may relate to:

- physical appearance of the item
- significance (historic, scientific research)
- provenance
- previous owners
- dimensions
- intactness
- condition (good to seriously degraded)
- relationship to other material (within or outside of the collection)
- conservation needs (care, handling, protection)
- previous conservation
- age
- functionality
- adaptations/repairs
- marks/inscriptions
- construction materials
- construction method
- maker/artist
- associations with place

**RANGE STATEMENT**

*Accession details* may include:

- date of accession
- details of previous ownership
- brief description
- registration number
- acquisition method
- costs e.g. value, maintenance costs
- copyright details
- maker/artist
- date of creation
- dimensions

**Unit Sector(s)**

Not applicable.

**Competency field**

**Competency field**                      Collection Management