



**Australian Government**

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

# **CULCNM303A Move and store collection material**

**Release: 1**

## CULCNM303A Move and store collection material

### Modification History

Release	Comments
Release 1	This unit of competency first released with <i>CUL11 Library, Information and Cultural Services Training Package version 1.0</i>

### Unit Descriptor

This unit describes the performance outcomes, skills and knowledge required to handle, pack and unpack collection material for movement and storage.

### Application of the Unit

This unit applies to individuals who require knowledge of techniques and materials that may be used to handle, move and store different types of collection material.

Work would generally be undertaken under supervision, within established guidelines.

### Licensing/Regulatory Information

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

### Pre-Requisites

Not applicable.

### Employability Skills Information

This unit contains employability skills.

## Elements and Performance Criteria Pre-Content

<b>Element</b>	<b>Performance Criteria</b>
<i>Elements describe the essential outcomes of a unit of competency.</i>	<i>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.</i>

## Elements and Performance Criteria

1. Determine movement and storage requirements	<p>1.1 Assess <b>documentation</b> to determine scope of work required for <b>movement and storage</b> of <b>collection material</b></p> <p>1.2 Identify and confirm <b>organisational procedures and guidelines</b> and <b>specific requirements</b> with <b>relevant personnel</b></p> <p>1.3 Assess collections to estimate projected current and future storage requirements with relevant personnel</p> <p>1.4 Seek specialist advice or assistance where required</p>
2. Pack and unpack collection material	<p>2.1 Select appropriate <b>packing materials, tools and equipment</b> and use safely</p> <p>2.2 Handle collection material safely and in a manner that maintains integrity of collection material</p> <p>2.3 Observe conservation and sustainability principles in use of packaging materials</p> <p>2.4 Label packaging to facilitate easy identification by others during <b>transportation</b> and within storage facilities</p> <p>2.5 Recycle and dispose of waste responsibly</p>
3. Move collection material	<p>3.1 Select appropriate handling and moving equipment, and use safely</p> <p>3.2 Handle collection material in a manner that protects individual items and assists efficient loading and unloading processes</p> <p>3.3 Identify hazardous items and load them in a manner that minimises health and safety risk</p> <p>3.4 Inspect load prior to transportation to ensure that items are loaded and secured appropriately, and make adjustments as required</p> <p>3.5 Prepare <b>transportation documentation</b></p>
4. Arrange collection material and update records	<p>4.1 Install, position or store collection material as required</p> <p>4.2 Clear and clean work areas according to organisational procedures</p> <p>4.3 Refer problems to relevant personnel as required</p> <p>4.4 Update existing movement and storage <b>records</b> and prepare new records as required</p> <p>4.5 Store records according to organisational policies and procedures</p>

## Required Skills and Knowledge

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

### Required skills

- communication skills to:
  - make arrangements with stakeholders, transport personnel and customs agents
  - refer problems to relevant personnel
- learning skills to seek expert advice
- literacy skills to:
  - read and complete documentation
  - read and interpret procedures and specific requirements for movement and storage
- numeracy skills to:
  - count items
  - estimate storage requirements
  - calculate and check costs
  - take basic measurements
- planning and organising skills to:
  - pack and unpack collection material in a logical order
  - select appropriate transportation and packing methods and storage techniques to maintain the integrity of collection material
- safety awareness skills to:
  - handle collection material safely
  - use transport equipment and packaging materials safely
  - minimise hazards
- self-management skills to:
  - prioritise work tasks and meet deadlines
  - follow workplace procedures.

### Required knowledge

- basic conservation issues to be considered when moving or storing collection material
- cultural protocols to be observed for different types of material, including those for Aboriginal or Torres Strait Islander material
- differences in approach for short and long-term movement and storage
- organisational procedures and guidelines relating to:
  - storage and transport documentation and records
  - use of materials, tools and equipment, including labelling
  - material handling and work health and safety (WHS) procedures and requirements
- packing and storage techniques for different types of collection material
- record-keeping procedures for collection movement and storage
- safe work and manual-handling procedures
- security issues to be considered when moving or storing collection material
- sources of specialist advice for moving or storing collection material.

## 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.*

<b>Overview of assessment</b>	
<b>Critical aspects for assessment and evidence required to demonstrate competency in this unit</b>	<p>Evidence of the ability to:</p> <ul style="list-style-type: none"> <li>• handle, move and store collection items using appropriate tools, equipment, techniques and organisational procedures</li> <li>• use safe work practices.</li> </ul>
<b>Context of and specific resources for assessment</b>	<p>Assessment must ensure access to:</p> <ul style="list-style-type: none"> <li>• a collection</li> <li>• materials, tools and equipment for packing, moving and storing collection items</li> <li>• organisational procedures</li> <li>• specialist advisers.</li> </ul>
<b>Method of assessment</b>	<p>A range of assessment methods should be used to assess practical skills and knowledge. The following examples are appropriate for this unit:</p> <ul style="list-style-type: none"> <li>• portfolios of evidence and third-party workplace reports of on-the-job performance</li> <li>• direct observation of the candidate handling, packing and unpacking collection material</li> <li>• inspection of items packed, unpacked or stored by the candidate</li> <li>• inspection of documentation and records completed by the candidate</li> <li>• verbal or written questioning to assess knowledge of handling and packing techniques for different types of collection material and safety requirements.</li> </ul> <p>Assessment methods should closely reflect workplace demands and the needs of particular client groups (consider the requirements of different age groups, clients with English as a second language, clients with disabilities, remote library users, etc.).</p>
<b>Guidance information for assessment</b>	<p>Holistic assessment with other units relevant to the industry sector, workplace and job role is recommended, for example:</p> <ul style="list-style-type: none"> <li>• CULCNM201A Monitor collections for changes in condition.</li> </ul>



## 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.*

<p><b><i>Documentation</i></b> may include:</p>	<ul style="list-style-type: none"> <li>• collection records</li> <li>• facilities reports</li> <li>• lending or borrowing documentation</li> <li>• storage details</li> <li>• transportation documentation</li> <li>• work instructions.</li> </ul>
<p><b><i>Movement and storage</i></b> may be:</p>	<ul style="list-style-type: none"> <li>• externally</li> <li>• internally (within organisation or same building)</li> <li>• short and long distance</li> <li>• short and long-term storage.</li> </ul>
<p><b><i>Collection material</i></b> is defined as objects, collections, artworks, specimens, structures or sites, and includes:</p>	<ul style="list-style-type: none"> <li>• archaeological material</li> <li>• books and manuscripts</li> <li>• digital media</li> <li>• ethnographic material</li> <li>• film and audiovisual material</li> <li>• flora and fauna</li> <li>• furniture</li> <li>• photographs</li> <li>• technological or industry items</li> <li>• textiles</li> <li>• works on paper and canvas.</li> </ul>
<p><b><i>Organisational procedures and guidelines</i></b> may relate to:</p>	<ul style="list-style-type: none"> <li>• cleaning</li> <li>• conservation</li> <li>• environment</li> <li>• handling methods</li> <li>• national and international standards for moving and storing materials</li> <li>• purchasing</li> <li>• security</li> <li>• storage arrangements</li> <li>• storage of packaging materials</li> <li>• waste disposal.</li> </ul>
<p><b><i>Specific requirements</i></b></p>	<ul style="list-style-type: none"> <li>• additional protection</li> <li>• cultural protocols, including Indigenous protocols</li> </ul>



may relate to:	<ul style="list-style-type: none"> <li>• de-acclimatisation periods for sensitive items</li> <li>• environmentally controlled packaging</li> <li>• object moving equipment</li> <li>• object support systems for moving or transfer</li> <li>• preventive pest management processes</li> <li>• use or non-use of certain items.</li> </ul>
<b>Relevant personnel</b> may include:	<ul style="list-style-type: none"> <li>• couriers</li> <li>• destination personnel</li> <li>• owners of collection material</li> <li>• specialist advisers</li> <li>• store staff</li> <li>• transportation personnel.</li> </ul>
<b>Packaging materials, tools and equipment</b> may include:	<ul style="list-style-type: none"> <li>• acid-free interleaving or wrapping</li> <li>• CD and DVD cases</li> <li>• containers</li> <li>• coverings</li> <li>• cushioning material</li> <li>• enclosures</li> <li>• folders</li> <li>• gloves</li> <li>• negative sleeves</li> <li>• packing/cotton tape and dispenser</li> <li>• protective enclosures, such as: <ul style="list-style-type: none"> <li>• boxes</li> <li>• canisters</li> <li>• crates</li> <li>• tubing</li> </ul> </li> <li>• protective wrapping, such as: <ul style="list-style-type: none"> <li>• bubble wrap</li> <li>• cardboard</li> <li>• foam packaging</li> </ul> </li> <li>• scissors</li> <li>• trolleys</li> <li>• trucks</li> <li>• tools, such as: <ul style="list-style-type: none"> <li>• hammers</li> <li>• screw drivers</li> <li>• utility knives.</li> </ul> </li> </ul>
<b>Transportation</b> may be by:	<ul style="list-style-type: none"> <li>• air</li> <li>• box</li> <li>• bus</li> </ul>

	<ul style="list-style-type: none"><li>• hand</li><li>• rail</li><li>• road</li><li>• sea</li><li>• trolley.</li></ul>
<i>Transportation documentation</i> may include:	<ul style="list-style-type: none"><li>• cart notes</li><li>• pro-forma.</li></ul>
<i>Records</i> may be:	<ul style="list-style-type: none"><li>• asset register</li><li>• bar coding</li><li>• digital documentation</li><li>• reports.</li></ul>

## Unit Sector(s)

Cultural services - Collection management