Australian Government

Department of Education, Employment and Workplace Relations

CULCNM503A Manage the development of collections

Release: 1

INDUSTRY SKILLS COUNCILS
Creating Australia's Future

CULCNM503A Manage the development of collections

Modification History

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

Unit Descriptor

This unit describes the performance outcomes, skills and knowledge required to determine collection needs and to accession and deaccession collection material.

Application of the Unit

This unit applies to individuals who apply judgement and specialised knowledge in relation to the assessment of collection needs for accessioning and deaccessioning collection material, galleries and collecting bodies.

In larger organisations, specialised curatorial staff may undertake this role. In smaller organisations, the role may be undertaken by individuals with broader management responsibilities, by committees and boards of management, or combinations of different personnel.

Work is undertaken autonomously but in consultation with stakeholders.

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

Element	Performance Criteria
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

1. Determine collection needs	1.1 Review *collection material* against *organisational objectives* and *collection requirements*
	1.2 Determine priorities in consultation with *key stakeholders*
2. Assess collection material to be accessioned	2.1 Use *options* to identify material that could be accessioned to meet collection needs
	2.2 Assess *key internal and external factors* that impact on options
	2.3 Obtain expert advice on material and its relevance to collections
	2.4 Assess potential material for significance and relevance to collections according to organisational *collection management policies*
	2.5 Examine records to establish provenance and confirm significance
	2.6 Identify *resources* required for accessioning collection material
	2.7 Develop recommendations for accessioning collection material according to collection needs
3. Coordinate accessioning of collection material	3.1 Seek approval for accessioning collection material
	3.2 Establish clear conditions for accessioning collection material according to *organisational procedures and guidelines*
	3.3 Organise appropriate resources to accession collection material according to approval and conditions
	3.4 Comply with legal, ethical and financial requirements and *cultural protocols* in the accession process
	3.5 Negotiate *terms* and organise transfer of rights according to organisational procedures
	3.6 Document agreements and terms according to organisational procedures and guidelines
4. Coordinate deaccessioning of collection material	4.1 Identify material to be deaccessioned from collections
	4.2 Consult with experts on the material to determine the impact of deaccessioning on the collection
	4.3 Select options to deaccession material
	4.4 Develop and implement recommendations for deaccessioning collection material according to organisational policies and strategies

Required Skills and Knowledge

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

Required skills

- analytical skills to interpret and link strategies to collection needs and priorities
- communication skills to:
  - consult with a broad range of internal and external stakeholders
  - negotiate terms and conditions for accessioning and deaccessioning collection material
  - seek and interpret expert advice
- literacy skills to:
  - develop written agreements
  - interpret procedures
  - review and apply terms and conditions
- numeracy skills to:
  - assess and manage costs
  - interpret and apply budgets
- planning and organising skills to coordinate interrelated aspects of accessioning and deaccessioning collection material
- problem-solving skills to anticipate and mitigate problems and risks associated with developing collections
- self-management skills to:
  - prioritise work tasks and meet deadlines
  - follow workplace procedures and guidelines
- teamwork skills to work collaboratively with others in developing collections
- technical skills to:
  - use record-keeping systems
  - undertake research related to the development of collections.

Required knowledge

- organisational procedures and guidelines regarding managing specific items and whole collections
- subject matter expertise, including curatorial and conservation
- sources for accessioning and deaccessioning options
- information regarding comparable collections and their importance
- legal, ethical and financial requirements for accessioning and deaccessioning
- cultural protocols that impact on accessioning and deaccessioning of cultural material, including those for Aboriginal or Torres Strait Islander material
- protocols in relation to collection management
- security issues associated with 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.

Overview of assessment	
Critical aspects for assessment and evidence required to demonstrate competency in this unit	Evidence of the ability to: • make and justify decisions regarding accessioning and deaccessioning collection material to meet collection needs • apply organisational procedures and guidelines in managing the development of collections • negotiate and document processes and agreements in relation to collection material.

Context of and specific resources for assessment	Assessment must ensure:
	• access to:
	  • an established or proposed collection as the basis of decision making
	  • organisational objectives, procedures and guidelines
	• engagement with others to reflect the communication and negotiation aspects of the unit.

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 • evaluation of candidate's ability to develop recommendations for the development of collections • evaluation of records and documentation • verbal of written questioning to assess knowledge of organisational procedures and policies for the development of collections • case study on addressing a collection need. 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.).
Guidance information	Holistic assessment with other units relevant to the industry

for assessment	sector, workplace and job role is recommended, for example:
	• CULCNM502A Manage lending and borrowing processes for collections.

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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.

Collection material is defined as objects, collections, artworks, specimens, structures or sites, and includes:	• archaeological material • books and manuscripts • cultural sites and buildings • ethnographic material • film and audiovisual material • flora and fauna • furniture • photographs • technological and industry items • textiles • works on paper and canvas.
Organisational objectives may relate to:	• comprehensiveness of collections • future direction of the organisation • marketing initiatives • relationship between collection and site • resource constraints • special exhibition needs • strategic plan • visitor needs and trends.
Collection requirements may relate to:	• addressing cultural or moral issues • complying with a will, statute or other legal requirement • improving or rationalising collections • meeting the request of an organisation or person • mounting an exhibition • rationalising loans.
Key stakeholders may include:	• boards and committees • commercial partners • cultural groups • local community members • other cultural service organisations • other management • subject matter experts • visitors.

Options may take place between or by means of:	- auction - bequest - different sections of the same institution - exchange - gift - institution and commercial enterprises - institution and individuals or groups - loan - purchase - tender - transfer - two institutions.
Key internal and external factors may relate to:	- availability of expertise - competitive environment - economic considerations - marketing considerations - organisational priorities - resource constraints - social or political issues.
Collection management policies may include:	- accession policy - collection policy - deaccession policy - guidelines for review of policies, including who is authorised to review them and the scope and frequency of reviews - limit of responsibility.
Resources may include:	- conservation experts - construction of new displays or other infrastructure - finance - financial advice - funding and grants - legal expertise - replacement objects - space - special equipment and machinery - storage materials and facilities - subject matter experts - transport - valuation advice.
Organisational procedures and guidelines may relate to:	- acquisitions - borrowings - disposal

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	• handling collection materials • loans • recordkeeping • risk assessment.
Cultural protocols may relate to:	• access • display • financial transactions • obtaining permission • special handling of items • storage • timing of acquisition or disposal.
Terms may relate to:	• care • copyright • cost • cultural considerations • display • duration • environmental considerations • ethical considerations • insurance • location • recordkeeping • security • usage.

Unit Sector(s)

Cultural services - Collection management