

## CULMS412B

### Unit Descriptor

## Record and maintain collection information

This unit describes the skills and knowledge required to maintain current and accurate collection records using established documentation procedures.

### Unit Sector

No sector assigned

### ELEMENT

### PERFORMANCE CRITERIA

- |   |  |
|---|--|
| 1. Access and record collection information | 1.1 Handle item in a manner which ensures its integrity in accordance with organisational access requirements                      |
|   | 1.2 Source and interpret information appropriate to establish history and other relevant information about the cultural material   |
|   | 1.3 Accurately complete records to provide all fields of information required by the organisation to aid access and accountability |
|   | 1.4 Respect legal constraints and cultural protocols regarding data protection and management                                      |
|   | 1.5 Process records to facilitate easy access and retrieval by other users   |
| 2. Maintain information records             | 2.1 Ensure that content of records reflects organisational information needs and policies and take action accordingly              |
|   | 2.2 Protect confidential information and adhere to copyright requirements in the storage of records                                |
|   | 2.3 Store records safely and regularly retrieve and review for content and format as required                                      |
|   | 2.4 Modify, transfer or delete information in accordance with organisational policy  |

## KEY COMPETENCIES

The seven Key Competencies represent generic skills considered for effective work participation. The bracketed numbering against each of the Key Competencies indicates the performance level required in this unit.

Level (1) represents the competence to undertake tasks effectively

Level (2) represents the competence to manage tasks

Level (3) represents the competence to use concepts for evaluating and reshaping tasks.

Key Competency	Example of Application	Performance Level
Communicating ideas and information	Completing accurate records	1
Collecting analysing and organising information	Researching information	2
Planning and organising activities	Prioritising tasks	1
Working with others and in teams	Discussing aspects of cultural material with colleagues	2
Using mathematical ideas and techniques	Using numerical features of information systems	1
Solving problems	Sourcing information on an object of unknown provenance	2
Using technology	Using the Internet for research	1

## RANGE STATEMENT

The Range Statement relates to the Unit of Competency as a whole. It allows for different work environments and situations that will affect performance.

The following variables may be present with training and assessment depending on the work situation, needs of the trainee, accessibility of the item, and local industry and regional contexts. If bold italicised text is shown in Performance Criteria, details of the text are provided in the Range Statement.

A museum 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, eg dance, music
- any other heritage resource

Collection information may be required for:

- numbering, location and movement control
- indexing and retrieval
- acquisition and disposal
- loans
- cataloguing
- research
- exhibitions
- reproduction conditions
- copyright issues
- conservation specifications
- assessing significance
- condition monitoring

Sourcing of information may include use of:

- texts and references
- print or electronic media
- Internet
- libraries
- local community members
- internal sources
- subject matter experts

Fields of information may include:

- physical description
- condition
- history and provenances
- significance (cultural, technical, scientific, historical or social)
- source details (original location, donor, dealer, artist, maker, collector)
- loan information
- insurance details
- exhibition/display history
- conservation requirements
- reproduction history
- storage location
- references relevant to the material
- copyright holder
- unique number

Legal constraints and cultural protocols may relate to:

- copyright
- moral rights
- intellectual property
- item-specific cultural protocols
- social/spiritual issues

Formats for records may be:

- documentary
- photographic
- film and video
- sound recordings
- computer based

**EVIDENCE GUIDE**

The Evidence Guide describes the underpinning knowledge and skills that must be demonstrated to prove competence. It is essential for assessment and must be read in conjunction with the Performance Criteria, the Range Statement and the Assessment Guidelines of the relevant Training Package.

**Critical aspects of evidence required to demonstrate competency in this unit**

The following evidence is critical to the judgement of competence in this unit:

- accurate completion of records using established procedures
- knowledge of sources to access information on cultural material
- ability to interpret and distill information for record keeping purposes
- knowledge of common collection record keeping formats and protocols

**Context of assessment and consistency of performance**

The assessment context must provide for:

- practical demonstration of skills using industry-current recording systems for a range of cultural material
- presence of time constraints to reflect realistic workplace practice

**Relationships to other units**

It is highly recommended that this unit be assessed with or after an information technology unit such as:

- BSBCMN205A Use business technology

This unit also has linkages to a range of other general and museum-specific units, and combined assessment and/or training with those units may be appropriate.

**Method of assessment**

Assessment may incorporate a range of methods to assess performance and the application of essential underpinning knowledge, and might include:

- review of records completed by the candidate
- oral or written questioning to assess knowledge of procedures, handling requirements or information sources
- review of portfolios of evidence and third party workplace reports of on-the-job performance by the candidate

Assessment methods should closely reflect workplace demands and the needs of particular groups [eg people with disabilities, and people who may have literacy or numeracy difficulties such as speakers of languages other than English, remote communities and those with interrupted schooling].

**Essential skills and knowledge**

Assessment must include evidence of the following knowledge and skills:

- information sources relevant to the collection
- handling procedures and identification techniques for cultural material in the relevant work context
- sources of curatorial and conservation advice in the relevant work context
- typical policies and procedures for collection record keeping
- the principles of access and accountability in collection record keeping
- ethical and cultural issues that impact on collection record keeping, including those for Aboriginal or Torres Strait Islander material
- copyright, moral rights and intellectual property issues and legislation that impact on collection record keeping

**Specific resource requirements**

Assessment of this unit requires access to:

- relevant policies and procedures manuals
- collection items to be recorded