



**Australian Government**

# **AHCASW303A Identify and record Aboriginal-sites, objects and cultural landscapes**

**Release 1**

# AHCASW303A Identify and record Aboriginal-sites, objects and cultural landscapes

## Modification History

| Release | TP Version | Comments        |
|---------|------------|-----------------|
| 1       | AHC10v5    | Initial release |

## Unit Descriptor

This unit covers the process of recording information and knowledge on Country from both an Aboriginal and non-Aboriginal perspective.

## Application of the Unit

This unit applies to working on Country and the identification and recording of Aboriginal-sites, objects and cultural landscapes on Country. The unit applies to working with lore/law men and women either as an autonomous Sites worker or under the supervision and cultural authority of Traditional Owner/s and/or Elder/s for specific Country and is also applicable to the work of repatriation workers and anthropologists. This unit applies to all Aboriginal-sites workers. Cultural beliefs and practices vary across locations and communities however and in some situations non-Aboriginal learners may not be able to access the cultural knowledge and/or materials required to achieve competency in this unit. This applies when restrictions are applied to non-Aboriginal people gaining access to cultural knowledge, material or sites. In these situations the Registered Training Organisation will have to make alternative arrangements for learners that are still consistent with the delivery and assessment requirements for this unit.

## Licensing/Regulatory Information

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

## Pre-Requisites

AHCILM306A Follow Aboriginal cultural protocols

## Employability Skills Information

This unit contains employability skills

## 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                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |
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| 1. Identify Aboriginal-sites, objects and materials and cultural landscapes on Country | 1.1 Appropriate <b>cultural authorities</b> are identified and consulted<br>1.2 Approval to be on Country and perform identification and recording work is obtained<br>1.3 Boundaries and extent of Country are determined according to Community guidelines and <b>Aboriginal cultural protocols</b><br>1.4 Determine details of land management and maintenance practices<br>1.5 Aboriginal <b>materials</b> and <b>objects</b> are identified accurately<br>1.6 Aboriginal <b>cultural landscapes</b> and <b>Aboriginal-sites</b> are identified accurately<br>1.7 The interrelationship of discrete Aboriginal-sites to cultural landscapes and Indigenous land management is determined |
| 2. Utilise the relevant Information Management System (IMS)                            | 2.1 The relevant government jurisdiction is determined<br>2.2 The relevant <b>Information Management System</b> (IMS) in operation and the organisation responsible for maintaining the system are researched and determined<br>2.3 Access restrictions to the IMS and confidentiality measures for recording secret, sacred materials are applied<br>2.4 The IMS is accessed and relevant options are selected<br>2.5 Transfer of site, feature and/or cultural landscape information is initiated and maintained over time                                                                                                                                                                 |
| 3. Record information on Aboriginal-sites, objects and cultural landscapes             | 3.1 Information and data collected about the Aboriginal site, feature or landscape is used according to Community guidelines and Aboriginal cultural protocols<br>3.2 Practices which could damage the level of trust and respect between stakeholders, negotiating parties and the Community are acknowledged and avoided<br>3.3 <b>Site context</b> , location and <b>information data</b> is categorised and recorded accurately<br>3.4 <b>Feature data</b> is categorised and recorded accurately<br>3.5 Aboriginal Community interpretations and recommendations are recorded                                                                                                           |

## Required Skills and Knowledge

### Required skills include:

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#### Ability to:

- collect site, feature and cultural landscape information and data
- identify, describe and document site, feature and cultural landscape information
- perform Information Management System (IMS) operations
- operate according to Community guidelines and Aboriginal cultural protocols
- use literacy skills to follow sequenced written instructions and record information accurately and legibly
- use oral communication skills/language competence to fulfil the job role as specified by the organisation including questioning, active listening, asking for clarification and seeking advice from Traditional Owners/s, Elders, Supervisor, etc.
- use numeracy skills to estimate, calculate and record routine workplace measures
- use interpersonal skills to relate to people from a range of social, cultural and ethnic backgrounds and with a range of physical and mental abilities
- exercise discretion and confidentiality

### Required knowledge includes:

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#### Knowledge of:

- Aboriginal history, cultural values and interpersonal and Community protocols
- authentic and authoritative sources for Aboriginal cultural information, material and expression able to be accessed and shared
- designated cultural areas and features, boundaries and extent of Country
- local Aboriginal names for plants, animals and landscape features
- basic ecological concepts
- Cultural and Heritage Legislation or relevant NPWS legislation
- protocols and customs relating to disclosure of knowledge about Country
- sustainable environmental practices
- legislative and enterprise requirements relative to workplace health and safety and the environment

## 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

The delivery and assessment of this unit must comply with Community protocols and be carried out in consultation with and in participation with Traditional Owners and/or Elders and custodians of that specific Country.

In accordance with Aboriginal cultural protocols, cultural knowledge copyright considerations and Aboriginal lore/law restrictions, it is essential that this requirement be respected and implemented in the delivery and assessment of **Cultural Units** to guarantee cultural authenticity and quality control around the delivery of training and assessment for Aboriginal-sites workers.

The evidence required to demonstrate competency in this unit must be relevant to workplace operations on Country and satisfy holistically all of the requirements of the performance criteria and required skills and knowledge. Candidates must demonstrate evidence of the ability to:

- record details of Aboriginal-sites, objects and cultural landscapes consistent with the requirements of the relevant IMS
- record and collate information on Aboriginal culture and history for Country whilst following Aboriginal cultural protocols
- use information on sites, objects and cultural landscapes according to Community guidelines and Aboriginal cultural protocols
- identify appropriate cultural authorities for a Community, Site and/or story and/or ceremony
- identify cultural information, material and cultural expression appropriate to be shared
- determine how natural resources relate to cultural protocol, spirituality, art, environment, values, beliefs and lore/law
- understand the cultural rights and responsibilities when using Community knowledge, information and material

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|                                                         | <ul style="list-style-type: none"> <li>identify groups to be consulted in relation to owners/custodians of cultural and Community knowledge, information and/or material</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |
| <b>Context of and specific resources for assessment</b> | <p>Assessment events must be contextualised to meet the needs of the particular group, including:</p> <ul style="list-style-type: none"> <li>a Community, educational or workplace setting on Country</li> <li>involvement of people approved by cultural authorities and/or Traditional Owners of the relevant local Community</li> <li>Candidates who have gained relevant knowledge and skills through their life experience</li> <li>Access restrictions to IMS and confidentiality measures for recording secret, sacred materials</li> <li>Use of the jurisdictional IMS and/or handheld PDA devices may be included as assessment resources</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                |
| <b>Method of assessment</b>                             | <p>A range of assessment methods should be used to assess competency in recognising and recording Aboriginal-sites, objects and cultural landscapes. The primary method of assessment for this unit should include participation on Country by candidates in simulated or actual work practices relevant to Sites work.</p> <p>The following examples are appropriate for this unit:</p> <ul style="list-style-type: none"> <li>observation of the candidate on Country identifying sites, objects and describing cultural landscapes</li> <li>direct questioning combined with third-party workplace reports of on-the-job performance</li> <li>verbal or written questioning</li> <li>observation of participation in Ceremony and/or Sites work related to the knowledge and skills outlined in this unit.</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> <p>AHCASW305A Work with Aboriginal ceremonial</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |

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|  | <p>secret sacred materials</p> <p>AHCASW308A Apply cultural significance to Aboriginal-sites and landscapes</p> <p>AHCASW310A Move and store Aboriginal cultural material</p> <p>AHCASW301A Protect places of Aboriginal cultural significance</p> <p>AHCASW311A Apply relevant legislation in Aboriginal-sites work</p> <p>Assessment for this unit should comprise a combination of theory and practical application. Both aspects of assessment are best conducted on Country for this unit.</p> |
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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.

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| <p><b><i>cultural authorities</i></b> may include:</p>          | <p>Cultural authority refers to the most appropriate senior person/s that is able to speak for particular Country, cultural objects, ceremony and/or materials in a specific place. A cultural authority could be a Traditional Owner, a Native Title Claimant, Aboriginal Culture and Heritage Body, Elder, Aboriginal Land Council, etc.</p> <p>A ceremonial/cultural manager in terms of Aboriginal customary law means someone who does the work either under the direct supervision of the Aboriginal Owner or does the work that is authorised by the Owner. In a ceremony for example, the ceremonial manager(s) may provide the food and do the performance (work). Traditional roles and responsibilities swap over depending on a person's status in any given situation – i.e.– whose land / estate one is on for business.</p>                                                                                                                                                |
| <p>Aboriginal <b><i>cultural protocols</i></b> may include:</p> | <ul style="list-style-type: none"> <li>• gender roles in relation to knowledge and cultural practices</li> <li>• information sensitivity and access</li> <li>• appropriate information transfer</li> <li>• negotiations with local Aboriginal Community about information transfer</li> <li>• cultural diversity</li> <li>• natural resources and their importance for economy, religion, spirituality, art, environment, values, beliefs and lore/law</li> <li>• rights and responsibilities associated with cultural knowledge, story, song, Site, and ceremony</li> <li>• Interpersonal ways of relating</li> <li>• the talking of Community politics</li> <li>• repatriation of artefacts</li> <li>• issues of ownership (clans/nations)</li> <li>• ownership of intellectual property</li> <li>• acknowledging participation and ownership</li> <li>• communicating about cultural material</li> <li>• displaying cultural material</li> <li>• handling cultural material</li> </ul> |

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|                                                      | <ul style="list-style-type: none"> <li>identifying appropriate people to be consulted</li> <li>occasions when consultation is required</li> <li>ways in which consultations should be conducted</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |
| <b>Aboriginal materials and objects</b> may include: | <ul style="list-style-type: none"> <li>physical objects such as stone tools, Aboriginal-built fences and stockyards, scarred trees, the remains of fringe camps</li> <li>material deposited on the land, such as middens</li> <li>the ancestral remains of Aboriginal people</li> <li>stones and stone tools</li> <li>art and artworks</li> <li>shells</li> <li>non-human bones and organic materials</li> </ul>                                                                                                                                                                                                                                                                                  |
| <b>cultural landscapes</b> may include:              | <ul style="list-style-type: none"> <li>places and areas made up of living stories that have connections to the past and can include natural resources, objects, customs and traditions (and their contexts)</li> <li>places of land, sea and air where cultural and natural elements are considered together</li> </ul>                                                                                                                                                                                                                                                                                                                                                                           |
| <b>Aboriginal-sites</b> may include:                 | <ul style="list-style-type: none"> <li>shelters with deposits</li> <li>open camp site</li> <li>midden</li> <li>shelter with midden</li> <li>shelter with art</li> <li>isolated find</li> <li>undefined sites</li> <li>axe grinding grooves</li> <li>bora/ceremonial ring</li> <li>burial site</li> <li>rock engraving</li> <li>scarred tree</li> <li>carved tree</li> <li>natural mythological site</li> <li>restricted site</li> <li>quarry</li> <li>ochre quarry</li> <li>fish trap</li> <li>stone arrangement</li> <li>mound (oven)</li> <li>mia mia</li> <li>waterhole (well)</li> <li>contact/mission</li> <li>abraded grooves</li> <li>Aboriginal Place (declared under NPW Act)</li> </ul> |

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|                                                         | <ul style="list-style-type: none"> <li>• Aboriginal Area (declared under NPW Act)</li> <li>• protected archaeological site</li> <li>• conservation agreement</li> <li>• massacre</li> <li>• reserve</li> </ul>                                                                                                                                                                                                                                                                                                                                                   |
| <b>Information Management System (IMS)</b> may include: | <ul style="list-style-type: none"> <li>• Region or State based sites information management systems</li> <li>• Aboriginal Heritage Information Management System (AHIMS)</li> <li>• Aboriginal Cultural Heritage Register and Information System (ACHRIS)</li> <li>• Aboriginal Information Management System (AIMS)</li> <li>• Aboriginal Heritage Management System (AHMS)</li> <li>• Cultural Site Management System</li> </ul>                                                                                                                               |
| <b>Site context</b> may include:                        | <ul style="list-style-type: none"> <li>• landform</li> <li>• landform unit</li> <li>• vegetation</li> <li>• land use</li> <li>• proximity to water</li> <li>• open</li> <li>• closed</li> </ul>                                                                                                                                                                                                                                                                                                                                                                  |
| <b>Site information</b> may include:                    | <ul style="list-style-type: none"> <li>• general information</li> <li>• datum</li> <li>• zone</li> <li>• date recorded</li> <li>• site context</li> <li>• Aboriginal features</li> <li>• site dimensions</li> <li>• site plan</li> <li>• story</li> <li>• ceremony</li> <li>• site Aboriginal Community interpretation</li> <li>• site Aboriginal Community recommendations</li> <li>• site assessment</li> <li>• cultural analysis</li> <li>• scientific analysis</li> <li>• management recommendations</li> <li>• endorsement by cultural authority</li> </ul> |
| <b>Site data</b> may include:                           | <ul style="list-style-type: none"> <li>• location map</li> <li>• black and white or colour photographs</li> <li>• aerial photographs</li> <li>• slides or videos</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                      |

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|                                   | <ul style="list-style-type: none"><li>• Site plans</li><li>• Site drawings</li><li>• recording tables</li><li>• presentations</li></ul>                                                                                                                               |
| <b>Features data</b> may include: | <ul style="list-style-type: none"><li>• type</li><li>• material</li><li>• description</li><li>• dimensions</li><li>• context</li><li>• condition</li><li>• site name</li><li>• environment</li><li>• plan</li><li>• importance</li><li>• recommended action</li></ul> |

## Unit Sector(s)

Aboriginal-sites work