



Australian Government

CUACNM201 Monitor collections for changes in condition

Release: 1

CUACNM201 Monitor collections for changes in condition

Modification History

Release	Comments
Release 1	This version first released with CUA Creative Arts and Culture Training Package version 2.0.

Application

This unit describes the skills and knowledge required to observe and report the basic condition of collections, and to identify possible threats to objects in collections.

It applies to individuals who work in organisations and are responsible for the care of material in a collection, both on display and in storage.

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

Unit Sector

Cultural services - collection management

Elements and Performance Criteria

ELEMENT	PERFORMANCE CRITERIA
<i>Elements describe the essential outcomes.</i>	<i>Performance criteria describe the performance needed to demonstrate achievement of the element.</i>
1. Observe the condition of collections	1.1 Check the position, appearance and condition of collections 1.2 Identify changes, anomalies, damage and deterioration 1.3 Take action when required by condition according to organisational policies and procedures 1.4 Refer complex matters to appropriate personnel
2. Maintain environmental conditions	2.1 Monitor environmental conditions that affect collections 2.2 Identify environmental conditions that need attention and make adjustments according to organisational policies and procedures 2.3 Refer unresolved matters regarding environmental conditions to appropriate personnel

ELEMENT	PERFORMANCE CRITERIA
3. Report evidence of potential or actual collection change or damage	3.1 Report changes that present potential immediate risk to collections to appropriate personnel 3.2 Report evidence of common sources of damage to appropriate personnel 3.3 Observe visitor behaviour that may threaten collections and take action and report within scope of individual responsibility 3.4 Identify and refer hazards and risks to appropriate personnel

Foundation Skills

This section describes language, literacy, numeracy and employment skills incorporated in the performance criteria that are required for competent performance.

Skill	Performance Criteria	Description
Reading	1.3, 2.2	Selects relevant information from organisational policies and procedures to monitor collections after reading appropriate workplace documentation
Writing	3.1, 3.4	Completes routine workplace reports accurately and legibly detailing changes in the condition of collections using specific and appropriate language
Oral Communication	1.4, 2.3, 3.1, 3.4	- Seeks opinions of others by asking questions, listening and responding to routine instructions regarding collection hazards and risks - Discusses changes in the condition of the collection
Navigate the world of work	1.3, 1.4, 2.2, 2.3, 3.1, 3.4	- Understands roles, responsibilities and procedures for routine tasks - Operates climate control, lighting, safety and security systems according to procedures
Interact with others	1.4, 2.3, 3.1, 3.4	Follows accepted communication practices and protocols when reporting matters to colleagues or supervisors
Get the work done	1.1, 1.2, 1.4, 2.1, 2.3	- Plans and implements routine tasks making limited decisions on sequencing, timing and collaboration - Responds to predictable routine problems in relation to the condition of collections and implements standard or logical solutions

Unit Mapping Information

Code and title current version	Code and title previous version	Comments	Equivalence status
CUACNM201 Monitor collections for changes in condition	CULCNM201A Monitor collections for changes in condition	Updated to meet Standards for Training Packages and clarify intent.	Equivalent unit

Links

Companion Volume implementation guides are found in VETNet -

<https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=1db201d9-4006-4430-839f-382ef6b803d5>

Assessment Requirements for CUACNM201 Monitor collections for changes in condition

Modification History

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Performance Evidence

Evidence of the ability to:

- undertake regular, thorough and timely checks of collections to observe and report on their condition
- follow workplace procedures in relation to monitoring collections for changes in condition
- identify threats to collections and take prompt remedial action according to workplace procedures
- report potential or actual change or damage to collection within scope of responsibility, or escalate as appropriate.

Note: If a specific volume or frequency is not stated, then evidence must be provided at least once.

Knowledge Evidence

To complete the unit requirements safely and effectively, the individual must:

- outline collection monitoring protocols
- describe the types of changes, anomalies, damage and deterioration that are likely to occur
- list common environmental conditions that affect collections and explain what adjustments could be made for each condition
- outline potential hazards and risks to collection material, buildings and personnel.

Assessment Conditions

Assessment must be conducted in a safe environment where evidence gathered demonstrates consistent performance of typical activities experienced in creative arts industry environments. The assessment environment must include access to:

- a collection to monitor
- relevant policy and procedures manuals
- interaction with relevant personnel.

Assessors of this unit must satisfy the requirements for assessors in applicable vocational educational and training legislation, frameworks and/or standards.

Links

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