



Australian Government

CUACNM211 Monitor collections for changes in condition

Release: 1

CUACNM211 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 5.0.

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. Collections may be created by organisations, such as museums or art galleries to form the basis of activities, including exhibitions, education or research. It involves observing collection conditions, maintaining the environment that affects collections and reporting issues to personnel according to organisational policies and procedures.

The unit applies to those who work in organisations and are responsible for the care of material in collections, 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. Evaluate the condition of collections	1.1 Check that position, appearance and condition of collections meet organisational requirements 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 matters outside scope of own role to required personnel
2. Maintain environmental conditions	2.1 Monitor environmental conditions that affect collections 2.2 Identify environmental conditions needing attention and adjust according to organisational policies and procedures

ELEMENT	PERFORMANCE CRITERIA
	2.3 Refer unresolved matters outside scope of own role regarding environmental conditions to required personnel
3. Report evidence of potential or actual collection change or damage	3.1 Report changes that present potential immediate risk to collections to required personnel 3.2 Report evidence of common sources of damage to required 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 required personnel

Foundation Skills

This section describes those language, literacy, numeracy and employment skills that are essential to performance but not explicit in the performance criteria.

SKILL	DESCRIPTION
Oral communication	Asks questions, seeks opinions, listens, and responds to routine instructions regarding collection hazards and risks
Reading	Reads workplace documentation and selects information from organisational policies and procedures when monitoring collections
Writing	Completes routine workplace reports according to organisational policies and procedures detailing changes in the condition of collections using specific and appropriate language
Initiative and enterprise	Responds to predictable routine problems in relation to the condition of collections and implements standard or logical solutions
Planning and organising	Plans and implements routine tasks making limited decisions on sequencing, timing and collaboration
Self-management	Identifies and follows roles, responsibilities and procedures for routine tasks
Teamwork	Follows accepted communication practices and protocols when reporting matters to colleagues or supervisors

Unit Mapping Information

Supersedes and is equivalent to CUACNM201 Monitor collections for changes in condition.

Links

Companion Volume Implementation Guide is found on VETNet -

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

Assessment Requirements for CUACNM211 Monitor collections for changes in condition

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Performance Evidence

The candidate must demonstrate the ability to complete the tasks outlined in the elements, performance criteria and foundation skills of this unit, including evidence of the ability to:

- monitor at least two collections for changes in condition according to organisational policies and procedures.

In the course of the above, the candidate must:

- undertake observations of collections and reporting on their condition
- identify threats to collections and take action
- report potential or actual change or damage to collection within scope of responsibility.

Knowledge Evidence

The candidate must be able to demonstrate knowledge to complete the tasks outlined in the elements, performance criteria and foundation skills of this unit, including knowledge of:

- organisational policies and procedures for monitoring collections for changes in condition, including those relating to:
 - regularity, thoroughness and timeliness of collection checks
 - remedial actions
 - workplace reporting
- collection monitoring protocols
- types of potential changes, anomalies, damage and deterioration that may affect collections
- common environmental conditions that affect collections and what adjustments could be made for each condition
- visitor behaviour that may affect collections
- potential hazards and risks to collection material, buildings and personnel.

Assessment Conditions

Skills in this unit must be demonstrated in a workplace or simulated environment where the conditions are typical of those in a working environment in this industry.

This includes access to:

- collection to monitor
- policy and procedure manuals relevant to monitoring collections for changes in conditions.

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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