



Australian Government

CUACNM301 Move and store collection material

Release: 1

CUACNM301 Move and store collection material

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 handle, pack and unpack collection material when moving or storing it. It involves using techniques and materials suited to the material in accordance with established guidelines.

It applies to individuals who handle, move and store different types of collection material. Movement and storage may be within the same building of an organisation or to an external location. Storage may be short or long-term.

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. Determine movement and storage requirements	1.1 Assess documentation to determine scope of work required for movement and storage of collection material 1.2 Identify organisational procedures and guidelines and specific requirements and confirm with relevant personnel 1.3 Assess collections to estimate projected current and future storage requirements with relevant personnel 1.4 Seek specialist advice or assistance where required
2. Pack and unpack collection material	2.1 Select appropriate packing materials, tools and equipment and use safely

ELEMENT	PERFORMANCE CRITERIA
	2.2 Handle collection material safely and in a manner that maintains integrity of collection material 2.3 Apply conservation and sustainability principles in the use of packaging materials 2.4 Label packaging to facilitate easy identification by others during transportation and within storage facilities 2.5 Recycle and dispose of waste responsibly
3. Move collection material	3.1 Select appropriate handling and moving equipment, and use safely 3.2 Handle collection material in a manner that protects individual items and contributes to efficient loading and unloading processes 3.3 Identify hazardous items and load them in a manner that minimises health and safety risk 3.4 Inspect load prior to transportation to ensure that items are loaded and secured appropriately, and make adjustments as required 3.5 Prepare transportation documentation
4. Arrange collection material and update records	4.1 Install, position or store collection material as required and within expected timeframes 4.2 Clear and clean work areas according to organisational procedures 4.3 Refer problems to relevant personnel as required 4.4 Update existing movement and storage records and prepare new records as required 4.5 Store records according to organisational policies and procedures

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	1.1, 1.2, 2.3, 3.4, 4.2, 4.5	Reads and interprets documentation to determine requirements for moving and storing different types of collection material

Writing	2.4, 3.5, 4.4	Legibly completes simple documentation, recording key information in a style and format relevant to requirements
Oral Communication	1.2, 1.3, 1.4, 4.3	- Seeks guidance and follows instructions to progress and complete work in accordance with industry and organisational processes and standards - Uses appropriate tone and language when communicating with others, including when making required arrangements for movement or storage
Numeracy	1.3	Uses mathematical techniques to estimate time and measurement
Navigate the world of work	1.2, 1.4, 2.1, 2.3, 2.5, 3.1, 3.3, 4.2, 4.4, 4.5	- Understands roles and responsibilities for completion of tasks, seeking assistance when necessary - Takes personal responsibility for following explicit and implicit policies, procedures and legislative requirements
Interact with others	1.2, 1.3, 1.4, 4.3	Cooperates with others and contributes to work practices where joint outcomes are expected and deadlines are to be met
Get the work done	1.1, 1.3, 2.1, 3.1, 3.4, 4.1, 4.4	- Plans and implements routine tasks and workload in a time-efficient manner - Analyses task requirements in order to decide on appropriate equipment and practices - Makes routine decisions based on implementation of standard procedures

Unit Mapping Information

Code and title current version	Code and title previous version	Comments	Equivalence status
CUACNM301 Move and store collection material	CULCNM303A Move and store collection material	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 CUACNM301 Move and store collection material

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Performance Evidence

Evidence of the ability to:

- identify nature and scope of movement or storage work through review of workplace documentation and consultation with relevant personnel
- determine the job-specific requirements, based on the collection material to be moved and stored, and any cultural protocols and stakeholders to be considered
- prepare identified requirements, seeking specialist advice or assistance where required
- handle, move and store collection items using appropriate tools, equipment, techniques and organisational procedures to maintain the integrity of the collection material and meet required timeframe for movement and storage
- use safe and sustainable work practices during movement and storage work to:
 - handle collection material safely
 - use transport equipment and packaging material safely
 - minimise hazards during the work.

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:

- explain the key organisational procedures and guidelines relating to:
 - storage and transport documentation and records
 - use of materials, tools and equipment, including labelling
 - manual handling and work health and safety (WHS) procedures and requirements
 - preventive pest management processes
 - waste recycling and disposal
- describe the packing and storage approaches and techniques for:
 - culturally sensitive material

- different types of collection material
- internal and external transportation
- short and long-term storage
- explain the record-keeping procedures for collection movement and storage
- identify the security requirements and issues to be considered when moving or storing collection material.
- list sources of specialist advice for moving and storing collection material.

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 be moved and stored
- materials, tools and equipment for packing, moving and storing collection items
- organisational procedures relating to moving and storing collection material
- sources of advice.

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

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