



Australian Government

CUACNM511 Assess the significance of collections

Release: 1

CUACNM511 Assess the significance of collections

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 complete significance assessments for entire collections, or collections within a larger collection. It involves determining a need to assess significance of a collection, applying assessment methods to develop statements of significance and ensuring significance is documented according to organisational policies and procedures.

The unit applies to those who work in collecting organisations and apply in-depth knowledge of collections and a range of specialised technical skills to make reasoned judgements and sound decisions when undertaking significance assessments that assist in the process of managing collections. In larger organisations, specialised curatorial staff may undertake this role. In smaller organisations, the role may be undertaken by individuals with broader management responsibilities, by committees and boards of management, or combinations of different personnel. Work is undertaken according to established procedures and in consultation with others.

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. Prepare to assess the significance of collections	1.1 Identify collections to be assessed 1.2 Determine purpose for undertaking significance assessment 1.3 Identify organisational policies and procedures relating to significance assessment of collection 1.4 Identify factors that may impact on assessment in consultation

ELEMENT	PERFORMANCE CRITERIA
	with colleagues
2. Apply assessment methodology	2.1 Research history and wider context of collection using different sources of information 2.2 Review scope and themes of collection and compare to organisational policies 2.3 Determine social value and cultural significance of collection in consultation with required personnel 2.4 Analyse and describe the condition of collection according to organisational policies and procedures
3. Develop statements of significance	3.1 Identify and compare collection with similar collections 3.2 Assess significance against primary and comparative criteria 3.3 Describe value, meaning and cultural significance of collection using written statements of significance 3.4 Seek feedback from required personnel on statement of significance 3.5 Enter significance assessment into organisational records according to organisational policies and procedures
4. Review assessments of collections	4.1 Reassess significance of collection 4.2 Update statement of significance as required 4.3 Amend organisational records according to organisational policies and procedures 4.4 Prepare recommendations for further action as required according to organisational policies and procedures

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
Numeracy	Interprets numerical information and applies basic mathematical calculations when recording value of collections
Oral communication	- Provides and seeks information about collections using language and features applicable to audience and context - Clarifies understanding and seeks more detailed information using questioning and listening techniques
Reading	Locates, analyses and interprets information and determines job requirements

SKILL	DESCRIPTION
Writing	• Develops material for a specific purpose and conveys explicit statements and recommendations using clear and detailed language • Prepares and updates records in required format
Initiative and enterprise	• Systematically gathers and analyses required information and evaluates options when making decisions
Planning and organising	• Plans, prioritises and implements required tasks according to organisational policies and procedures
Problem solving	• Identifies and analyses issues using problem solving techniques
Self-management	• Works independently and collectively when assessing the significance of collections • Takes personal responsibility for following organisational policies and procedures
Teamwork	• Collaborates and cooperates with others and discusses significance issues and joint outcomes • Involves others in decision making using collaborative processes as part of the decision-making process
Technology	• Undertakes research, enters data and presents information using digital technologies and systems

Unit Mapping Information

Supersedes and is equivalent to CUACNM501 Assess the significance of collections.

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 CUACNM511 Assess the significance of collections

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Performance Evidence

- assess the significance of at least one collection according to organisational policies and procedures, including:
 - identifying the purpose of undertaking a significance assessment of collections
 - identifying factors that may impact on the significance assessment of collections and planning work accordingly
 - researching history of collection, wider context, origin information and comparative examples
 - identifying and accessing sources of information that adhere to organisational policies and procedures
 - assessing the significance of collection using methodology that meets organisational policies and procedures
 - completing a significance assessment of collection, developing a statement of significance of its value and meaning, including:
 - considered assessment of the value, meaning and importance of collection
 - benchmark for future use
 - communication of values for interpretive programs
 - images, where available, of other comparative collections
 - record of the crucial origin details and association of objects within collection
 - summary of the meaning and importance of collection
 - summary of the process of investigation and assessment.

In the course of the above, the candidate must:

- consult with required personnel about the origin of objects in collection and the collection's significance
- complete tasks with awareness of cultural sensitivities attached to collections.

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 managing and assessing the significance of collections, including those relating to:
 - mission, purpose, and key themes
 - documentation formats and record keeping requirements
 - timeframes and schedules
 - sources of information and their reliability
 - process for accessing technical specialists
- methodology for significance assessment of collections
- differences between primary and comparative criteria in an assessment
- process for locating, interpreting, interrogating and verifying sources of information to assist in assessing collection significance
- cultural sensitivities of different collections
- industry standard technology used to manage and assess collections including record keeping systems
- sources of information for comparative examples that relate to:
 - national, state and local government public records
 - online collections databases
 - organisational policies and procedures.

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:

- tools, equipment and storage system for statements of significance
- information sources required to demonstrate the performance evidence
- collections to assess
- organisational policies and procedures related to significance assessment
- 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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