



Australian Government

Assessment Requirements for CUACNM611 Manage collection maintenance and preservation procedures

Release: 1

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Modification History

Release	Comments
Release 1	This version first released with CUA Creative Arts and Culture Training Package version 5.0.

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:

- manage maintenance and preservation procedures for at least two collections.

In the course of the above, the candidate must:

- manage care and maintenance procedures according to organisational policies and procedures
- systematically review and monitor the organisation's policies and procedures for collection care, maintenance and preservation
- apply organisation's collection development policies and procedures, including digital preservation policies
- evaluate care and maintenance procedures of specific collections
- interact with colleagues and specialist experts on development issues as required
- pursue opportunities for own professional development regarding new and emerging trends in maintenance and preservation procedures and strategies
- model due diligence and professionalism in complex judgements and decisions.

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:

- collection maintenance and organisational policies and procedures, including:
 - collection care
 - digital preservation
 - risk appetite
 - risk prevention and minimisation
 - requirements of different types of materials in collections
 - documentation formatting and record keeping requirements

- timeframes and schedules
- strategies for storing, displaying, preserving and conserving different types of information materials
- risk factors for different types of information materials
- nature of cooperative arrangements that exist between information services providers in relation to collection care and maintenance
- factors that affect the care, maintenance and preservation of specific types of information materials, both print and electronic, including:
 - cultural protocols
 - copyright, moral rights and intellectual property issues
- purposes and objectives of existing digital preservation policies
- industry standard technology used to maintain and preserve collections
- opportunities for professional development regarding new and emerging trends in maintenance and preservation procedures and strategies
- benefits and limitations of digital preservation.

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:

- collections for which maintenance and preservation procedures must be managed
- industry standard technology used to preserve and maintain collections
- required policies and procedures manuals, including those relating to the preservation of digital collections.

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

Links

Companion Volume implementation guides are found in VETNet -

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