



Australian Government

Department of Education, Employment and Workplace Relations

CULMS412C Record and maintain collection information

Revision Number: 1

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Modification History

Not applicable.

Unit Descriptor

Unit descriptor

This unit describes the performance outcomes, skills and knowledge required to maintain current and accurate collection records.

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

Application of the Unit

Application of the unit

This unit applies to individuals required to maintain records for a collection of cultural material. This work requires knowledge of procedures and protocols of particular relevance to cultural collection records management. Work would be undertaken according to established procedures and usually with guidance from others.

Licensing/Regulatory Information

Not applicable.

Pre-Requisites

Prerequisite units

Nil

Employability Skills Information

Employability Skills The required outcomes described in this unit of competency contain applicable facets of Employability Skills. The Employability Skills Summary for the qualification in which this unit of competency is packaged, will assist in identifying Employability Skills requirements.

Elements and Performance Criteria Pre-Content

Elements describe the essential outcomes of a unit of competency. Performance criteria describe the performance needed to demonstrate achievement of the element. Where bold italicised text is used, further information is detailed in the required skills and knowledge section and the range statement. Assessment of performance is to be consistent with the evidence guide.

Elements and Performance Criteria

ELEMENT	PERFORMANCE CRITERIA
1 Access and record collection information	1.1 Handle <i>cultural material</i> in a manner which ensures its integrity in accordance with organisational access requirements 1.2 Identify, access and interpret <i>relevant information sources</i> to establish history and other <i>relevant information about the cultural material</i> 1.3 Accurately complete <i>collection records</i> to provide all <i>fields of information</i> required by the organisation to aid access and accountability 1.4 Respect <i>legal constraints and cultural protocols</i> regarding data protection and management 1.5 Process and apply <i>formats for records</i> to facilitate easy access and retrieval by other users

ELEMENT**PERFORMANCE CRITERIA****2 Maintain information records**

- 2.1 Ensure that content of records reflects organisational information needs and policies and take action accordingly in consultation with colleagues
- 2.2 Protect confidential information and adhere to copyright requirements in the storage of records
- 2.3 Store records safely and regularly retrieve and review for content and format as required
- 2.4 Modify, transfer or delete information in accordance with organisational policy

Required Skills and Knowledge

REQUIRED SKILLS AND KNOWLEDGE

This section describes the skills and knowledge required for this unit.

Required skills

- research skills to identify and source information about a wide range of collection items
- technology skills to use automated record keeping systems
- literacy skills to interpret wide ranging reference sources and documentation relating to specific objects and the collection
- numeracy skills to work with numerical record keeping systems.

Required knowledge

- information sources relevant to the collection
- handling procedures and identification techniques for cultural material in the relevant work context
- sources of curatorial and conservation advice in the relevant work context
- typical policies and procedures for collection record keeping
- principles of access and accountability in collection record keeping
- ethical and cultural issues that impact on collection record keeping, including those for Aboriginal or Torres Strait Islander material
- copyright, moral rights and intellectual property issues and legislation that impact on collection record keeping.

Evidence Guide

EVIDENCE GUIDE

The Evidence Guide provides advice on assessment and must be read in conjunction with the performance criteria, required skills and knowledge, range statement and the Assessment Guidelines for the Training Package.

Critical aspects for assessment and evidence required to demonstrate competency in this unit

Evidence of the following is essential:

- accurate completion of records using established procedures
- knowledge of sources to access information on cultural material
- ability to interpret and distil information for record keeping purposes
- knowledge of common collection record keeping formats and protocols
- presence of time constraints to reflect realistic workplace practice
- demonstration of skills for a range of different types of cultural material.

Context of and specific resources for assessment

Assessment must ensure:

- use of current industry recording systems
- access to relevant policies and procedures manuals
- access to collection items to be recorded.

Method of assessment

A range of assessment methods should be used to assess practical skills and knowledge. The following examples are appropriate for this unit:

- direct questioning combined with review of portfolios of evidence and third party workplace reports of on-the-job performance by the candidate
- review of collection records completed by the candidate
- oral or written questioning to assess knowledge of procedures, handling requirements or information sources.

EVIDENCE GUIDE

Holistic assessment with other units relevant to the industry sector, workplace and job role is recommended, for example:

- an information technology unit such as BSBCMN205A Use business technology.

Range Statement

RANGE STATEMENT

The range statement relates to the unit of competency as a whole. It allows for different work environments and situations that may affect performance. Bold italicised wording, if used in the performance criteria, is detailed below. Essential operating conditions that may be present with training and assessment (depending on the work situation, needs of the candidate, accessibility of the item, and local industry and regional contexts) may also be included.

Cultural material in a collection may relate to:

- cultural heritage
- history
- art
- science
- plants and animals
- other aspects of the natural environment
- materials with a cultural/spiritual significance
- living styles
- ceremony e.g. dance, music
- any other heritage resource

Relevant information sources may include:

- texts and references
- print or electronic media
- Internet
- libraries
- local community members
- internal sources
- subject matter experts

RANGE STATEMENT

Collection records may be required for:

- numbering, location and movement control
- indexing and retrieval
- acquisition and disposal
- loans
- cataloguing
- research
- exhibitions
- reproduction conditions
- copyright issues
- conservation specifications
- assessing significance
- condition monitoring

Fields of information may include:

- physical description
- condition
- history and provenances
- significance (cultural, technical, scientific, historical or social)
- source details (original location, donor, dealer, artist, maker, collector)
- loan information
- insurance details
- exhibition/display history
- conservation requirements
- reproduction history
- storage location
- references relevant to the material
- copyright holder
- unique number

Legal constraints and cultural protocols may relate to:

- copyright
- moral rights
- intellectual property
- item-specific cultural protocols
- social/spiritual issues

Formats for records may be:

- documentary
- photographic

RANGE STATEMENT

- film and video
- sound recordings
- computer based

Unit Sector(s)

Not applicable.

Competency field

Competency field Collection Management