



Australian Government

CULMS502C Acquire/dispose of cultural material

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 acquire and dispose of cultural material in accordance with organisational collection management policies.

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 requires application of significant judgement and specialised knowledge in relation to the assessment of cultural material for acquisition or disposal.

Work is carried out autonomously but in consultation with stakeholders. In larger institutions, specialised curatorial staff may undertake this role. In smaller organisations, the role may be undertaken by an individual with broader management responsibilities, by committees and boards of management or combinations of different personnel.

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 Review acquisition/disposal needs

- 1.1 Identify potential ***acquisition or disposal needs*** through regular review of the ***cultural material*** and its ability to meet ***collection and organisational objectives*** and policies
- 1.2 Identify and consult with ***key stakeholders*** in relation to acquisition or disposal of cultural material
- 1.3 Assess potential acquisition in relation to cultural material already held in the ***collection***
- 1.4 Assess ***key internal and external factors*** that impact on acquisition/disposal
- 1.5 Determine priorities for ***acquisition or disposal*** of ***cultural material*** in accordance with the organisation's current ***policies*** and future requirements

ELEMENT	PERFORMANCE CRITERIA
2 Assess potential acquisition/disposal	2.1 Assess cultural material for significance and relevance to collection in accordance with organisational collection management policies 2.2 Consult with relevant parties and obtain appropriate expert advice on material and its relevance to collection 2.3 Examine records to establish provenance and confirm significance 2.4 Clearly identify <i>resources required for acquisition/disposal</i>
3 Co-ordinate procedures for acquisition/disposal	3.1 Organise appropriate resources in accordance with budget and organisational procedures 3.2 Satisfy legal, ethical and financial requirements and <i>cultural protocols</i> in the acquisition/disposal process 3.3 Negotiate and organise transfer of rights in accordance with organisational and legal procedures within scope of individual responsibility 3.4 Conduct negotiations with appropriate people in a manner that maintains goodwill between all parties 3.5 Accurately document agreements in accordance with organisational procedures and practices

Required Skills and Knowledge

REQUIRED SKILLS AND KNOWLEDGE

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

Required skills

- planning and organisational skills to coordinate interrelated aspects of the acquisition and disposal process
- communication skills to consult with internal and external stakeholders and to conduct negotiations for acquisition and disposal
- literacy skills to interpret and communicate complex ideas and information around rationales and priorities for acquisition and disposal
- numeracy skills to interpret and apply budgets.

Required knowledge

- typical features of collection management policies
- procedures and practices for assessing cultural material in the relevant work context
- subject matter expertise in the relevant work context
- sources of curatorial and conservation advice in the relevant work context
- potential sources for acquisition and potential avenues for disposal of objects in the relevant work context
- legal, ethical and financial requirements for acquisition and disposal of objects
- cultural protocols that impact on acquisition and disposal of cultural material, including those for Aboriginal or Torres Strait Islander material
- communication and negotiation protocols in relation to object acquisition and disposal.

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:

- ability to apply professional judgement to decisions relating to the acquisition or disposal of a range of cultural material
- detailed knowledge of acquisition/disposal procedures and policies
- communication and negotiation skills in varied consultation and negotiation contexts.

Context of and specific resources for assessment

Assessment must ensure:

- use of an established or proposed collection as the basis of decision-making for acquisition and disposal
- involvement of, and interaction with, others to reflect the communication and negotiation aspects of the unit
- access to relevant policies and procedures manuals
- access to a collection.

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
- evaluation of acquisition/disposal recommendations prepared by the candidate to address different collection contexts
- evaluation of candidate's ability to develop recommendations for different collections and workplace contexts with appropriate rationale.

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

EVIDENCE GUIDE

recommended, for example:

- CULMS611C Lend/borrow cultural material.

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.

- Acquisition or disposal needs*** may relate to:
- improving or rationalising the collection
 - mounting an exhibition
 - complying with a will, statute or other legal requirement
 - meeting the request of an organisation or person
 - addressing cultural or moral issues
 - rationalising loans

RANGE STATEMENT

Cultural material is defined as 'objects, collections, artworks, specimens, structures or sites' and includes:

- archaeological material
- books and manuscripts
- cultural sites/buildings
- ethnographic material
- film/audiovisual material
- flora and fauna
- furniture
- photographs
- technological/industry items
- textiles
- works on paper/canvas

Collection or organisational objectives may relate to:

- visitor needs and trends
- marketing initiatives
- special exhibition needs
- future direction of the organisation
- comprehensiveness of the collection
- resource constraints
- relationship between collection and site

Key stakeholders may include:

- other management
- boards/committees
- local community
- commercial partners
- visitors
- subject matter experts
- cultural groups

RANGE STATEMENT

Acquisition or disposal may take place between/by means of:

- different sections of the same institution
- two institutions
- institution and commercial enterprises
- institution and individuals or groups
- purchase
- gift
- bequest
- exchange
- transfer
- auction
- tender

Collection is defined very broadly and 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

Key internal and external factors may relate to:

- organisational priorities
- availability of expertise
- resource constraints
- competitive environment
- economic considerations
- marketing considerations
- social or political issues

Policies may include:

- acquisition policy
- de-accession policy
- collection policy

Resources required for acquisition/disposal may be

- special equipment, machinery
- construction of new displays or other infrastructure

RANGE STATEMENT

both internal and external and may include:

- replacement objects
- subject matter experts
- conservation experts
- legal expertise
- financial advice
- valuation advice
- transport
- space
- storage materials/facilities
- funding/grants

Cultural protocols may relate to:

- special handling of items
- financial transactions
- obtaining permission
- timing of acquisition or disposal
- storage
- display
- access

Unit Sector(s)

Not applicable.

Competency field

Competency field Collection Management