



Australian Government

CULMS611C Lend/borrow 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 establish and implement criteria and procedures for lending and borrowing cultural material.

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

Application of the Unit

Application of the unit

Museums and other 'keepers' of cultural material regularly exchange and share parts of their collections. This unit applies to individuals responsible for establishing and managing this lending/borrowing process, and includes considerable risk assessment and negotiation to protect the integrity of the cultural material. Specialised knowledge is required. Work is undertaken autonomously but in consultation with stakeholders.

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 Establish loans/borrowings criteria and procedures

- 1.1 Establish clear conditions for ***loans/borrowings of cultural material***, including care and record keeping requirements
- 1.2 Tailor ***conditions of loans/borrowings*** to meet the needs of different types of borrower where appropriate
- 1.3 Establish risk assessment procedures for both borrowings and loans
- 1.4 Clearly specify limits of responsibility in relation to loans/borrowings
- 1.5 Establish procedures for monitoring and reviewing the loans and borrowing criteria
- 1.6 Consult and communicate with all relevant stakeholders on loans/borrowings procedures

ELEMENT**PERFORMANCE CRITERIA****2 Evaluate loan requests**

- 2.1 Assess condition of item, its suitability for loan, and resources required to prepare for loan
- 2.2 Conduct a risk assessment, including consideration of environmental, transportation and security issues
- 2.3 Clearly establish/communicate the purpose of the loan
- 2.4 Establish/communicate any ***costs associated with lending and borrowing objects***
- 2.5 Establish a ***record and documentation system*** to accurately record relevant information on the loan to allow for easy access by others

3 Negotiate loans and borrowings

- 3.1 Establish lending/borrowing terms and agree with the appropriate people
- 3.2 Conduct negotiations with the borrower/lender in accordance with procedures
- 3.3 Confirm loan/borrowing conditions and evaluate ability for these to be met
- 3.4 Conduct negotiations in a manner that maintains goodwill between individuals and the relevant organisations
- 3.5 Accurately document all relevant loans/borrowings agreements in the ***record and documentation system*** in accordance with organisational requirements
- 3.6 Make appropriate operational arrangements for loan/borrowing to proceed

Required Skills and Knowledge

REQUIRED SKILLS AND KNOWLEDGE

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

Required skills

- communication skills to consult and negotiate with a broad range of stakeholders
- problem-solving skills to identify and develop solutions and contingency management plans related to risks of lending and borrowing
- planning and organisational skills to establish and organise coherent processes for lending and borrowing cultural material
- literacy skills to both interpret and develop written agreements for lending and borrowing cultural material
- numeracy skills to assess and manage costs associated with lending and borrowing cultural material.

Required knowledge

- common procedures and practices for borrowing and lending cultural material (specific items and whole collection)
- legal, ethical and financial requirements for borrowing and lending cultural material
- cultural protocols for borrowing and lending cultural material, including Indigenous protocols
- subject matter expertise relevant to the work context
- potential sources for borrowing and lending cultural material in a given work context
- commonly required resources for borrowing and lending of cultural material
- security and protection issues which impact on lending/borrowing.

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:

- detailed knowledge of procedures and protocols for lending/borrowing cultural material
- establishment and use of lending/borrowing procedures for a specific workplace context.

Context of and specific resources for assessment

Assessment must ensure:

- interaction with others to reflect necessary communication and negotiation
- access to relevant policies and procedures manuals
- access to a collection for which procedures may be established.

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 procedures developed by the candidate in relation to their practicality and comprehensiveness
- evaluation of procedures and processes developed by the candidate for the lending/borrowing of different types of cultural material
- oral or written questioning to assess knowledge of issues for consideration when lending/borrowing objects.

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

- CULMS610C Research, describe and document

EVIDENCE GUIDE

objects.

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.

Loans/borrowings may be short or long-term and may be for:

- research
- static exhibition
- mobile exhibition
- education
- conservation

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

Conditions of loans/borrowings may relate to:

- cost
- insurance
- duration
- location
- display
- usage
- security
- environmental considerations
- cultural considerations
- copyright
- ethical consideration

RANGE STATEMENT

Record and documentation systems may include:

- manual
- electronic

Costs associated with lending and borrowing objects may include:

- handling
- insurance
- transportation
- security
- environment
- conservation
- packing
- documentation

Unit Sector(s)

Not applicable.

Competency field

Competency field Collection Management