



Australian Government

Department of Education, Employment and Workplace Relations

CULCNM601A Research and document collection material

Release: 1

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Modification History

Release	Comments
Release 1	This unit of competency first released with <i>CUL11 Library, Information and Cultural Services Training Package version 1.0</i>

Unit Descriptor

This unit describes the performance outcomes, skills and knowledge required to research, describe and document collection material.

Application of the Unit

This unit applies to individuals responsible for researching, describing and documenting information regarding material held in collections in a variety of contexts.

The unit requires the application of significant judgement and specialised knowledge, and is conducted under limited guidance from others.

Licensing/Regulatory Information

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

Pre-Requisites

Not applicable.

Employability Skills Information

This unit contains employability skills.

Elements and Performance Criteria Pre-Content

Element	Performance Criteria
<i>Elements describe the essential outcomes of a unit of competency.</i>	<i>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.</i>

Elements and Performance Criteria

1. Describe collection material	1.1 Identify collection material in line with industry guidelines and organisational procedures 1.2 Establish the relationship of material to other collection items and the significance of this relationship using information sources 1.3 Consult with key stakeholders to confirm information and assessment
2. Record collection information	2.1 Articulate the significance of collection material in an appropriate format and in sufficient detail in descriptions to meet organisational requirements 2.2 Describe in detail the condition of items and their conservation needs 2.3 Alert relevant personnel to conservation needs as required 2.4 Enter information in records according to organisational procedures and guidelines
3. Complete accession details	3.1 Record accession details 3.2 Allocate accession numbers and record on collection material according to organisational procedures and guidelines 3.3 Record accession numbers into the record-keeping system 3.4 Check the record-keeping system and collection material 3.5 In consultation with relevant personnel, review and revise procedures as required

Required Skills and Knowledge

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

Required skills

- communication and teamwork skills to:
 - consult with stakeholders
 - seek assistance from stakeholders on complex aspects of significance
 - work cooperatively with others involved with collection material
- literacy skills to:
 - analyse and document potentially complex information on collection material
 - read and follow organisational procedures and guidelines
- numeracy skills to work with numerical accession systems
- organising skills to integrate research, consultation and recording processes
- research skills to conduct wide-ranging and detailed information searches on different types of collection material
- self-management skills to:
 - prioritise work tasks and meet deadlines
 - follow workplace procedures
- technical skills to:
 - use technology and record-keeping systems
 - undertake research.

Required knowledge

- subject matter expertise related to collection material
- information sources
- concepts of significance and significance assessment methodology
- sources of expert advice
- handling and examination techniques
- organisational procedures and procedures that apply to identification, description and documentation of collection material
- copyright, moral rights and intellectual property issues and legislation and their impact on identification, description and documentation of collection material
- cultural protocols for examining, identifying and reporting on collection material, including those associated with Aboriginal or Torres Strait islander cultural material
- record-keeping systems.

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.

Overview of assessment	
Critical aspects for assessment and evidence required to demonstrate competency in this unit	Evidence of the ability to: - describe in detail a range of collection material - apply knowledge of organisational procedures and guidelines to describe and document collection material.
Context of and specific resources for assessment	Assessment must ensure: - use of current industry systems to research, describe and document collection material - access to: - relevant policies and procedures manuals - collection material to be identified, described and documented - a collection - stakeholders.
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 - evaluation of descriptions and records created by the candidate - evaluation of research processes undertaken by the candidate to identify and assess significance - examination of information prepared by the candidate to describe a number of different types of collection material - verbal or written questioning to assess knowledge of organisational procedures and guidelines. Assessment methods should closely reflect workplace demands and the needs of particular client groups (consider the requirements of different age groups, clients with English as a second language, clients with disabilities, remote library users, etc.).
Guidance information	Holistic assessment with other units relevant to the industry

for assessment	sector, workplace and job role is recommended, for example: • CULCNM503A Manage the development of collections.
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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.

Collection material is defined as objects, collections, artworks, specimens, structures or sites, and includes:	• archaeological material • books and manuscripts • cultural sites and buildings • ethnographic material • film and audiovisual material • flora and fauna • furniture • photographs • technological and industry items • textiles • works on paper and canvas.
Information sources may include:	• archives • artists • catalogues • experts and specialists • internet • libraries • local community members • makers • organisation's collection • other museum workers • other museums • previous holders of collection material • publications • reference works • written reports.
Key stakeholders may include:	• community associations • cultural groups • donors • experts or specialists • makers or artists • owners or custodians • users.
Appropriate format may	• graphic

be:	• photographic • verbal • written.
<i>Detail in descriptions</i> may include:	• adaptations • age • artist • associations with place • condition • conservation needs, such as: • care • handling • protection • construction method and materials • dimensions • functionality • inscriptions • intactness • maker • marks • physical appearance of items • previous conservation • previous owners • provenance • relationship to other material (within or outside of collections) • repairs • significance, such as: • historical • scientific research.
<i>Accession details</i> may include:	• acquisition method • brief description • copyright details • costs, such as: • maintenance • value • date of accession • date of creation • details of previous ownership • dimensions • maker or artist • registration number.

Unit Sector(s)

Cultural services - Collection management