



Australian Government

Department of Education, Employment and Workplace Relations

CULCNM602A Develop and monitor procedures for the movement and storage of 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 develop and monitor procedures for the movement and storage of collection material.

Application of the Unit

This unit applies to individuals responsible for the movement and storage of collection material. Depending on the size of the organisation, this role may be undertaken by collection management personnel, or by individuals with broader management responsibilities. Work is undertaken autonomously within organisational guidelines, often as the leader of a team.

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. Establish procedures for handling, moving and storing collection material	1.1 Assess key information about collection material 1.2 Assess internal and external factors that impact on moving and storing collection material 1.3 Integrate current industry best practice into the development of procedures 1.4 Locate and consult with stakeholders on complex matters of movement and storage 1.5 Identify and address legal, insurance and other administrative requirements impacting on handling, moving and storing collection material 1.6 Identify and assess work health and safety issues and legislative requirements 1.7 Document procedures for moving and storing collection material
2. Manage operations	2.1 Organise and monitor movement and storage arrangements according to agreed procedures and work requirements 2.2 Check movement and storage of collection material against schedules and allocated budgets and take action to address problems 2.3 Evaluate information records to ensure completeness, currency, accuracy and compliance with legal, ethical and cultural constraints 2.4 Make adjustments and enhancements to record-keeping formats and systems based on ongoing review of records and feedback from users
3. Maintain procedures for moving and storing collection material	3.1 Consult with colleagues to obtain feedback on movement and storage procedures 3.2 Update procedures based on feedback and industry practice

Required Skills and Knowledge

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

Required skills

- communication and teamwork skills to:
 - articulate concerns to colleagues
 - consult with work colleagues and other stakeholders on requirements and constraints for moving and storing collection material
- initiative and enterprise skills to anticipate and address problems that might arise in the context of managing the movement and storage of collection material
- learning skills to improve procedures based on continuous review of their effectiveness
- literacy skills to:
 - develop procedures
 - interpret a wide range of information
 - present detailed procedures and systems clearly and concisely
- numeracy skills to:
 - interpret and use budgets
 - work with numerical record-keeping systems
- planning and organising skills to:
 - develop logical procedures
 - establish and implement a range of interrelated processes
- research skills to:
 - identify legal, insurance and safety requirements
 - locate industry best practice
- self-management skills to:
 - follow workplace procedures and systems
 - meet deadlines
 - prioritise tasks for self and others.

Required knowledge

- copyright, moral rights and intellectual property legislation and issues that impact on moving and storing collection material
- cultural protocols that affect the movement and storage of material, including those for Aboriginal or Torres Strait Islander material
- legal and administrative requirements for moving and storing collection material
- procedures and practices for the protection, transportation, storage and security of collection material
- safety legislation and requirements that impact on moving and storing collection material
- technical and conservation issues associated with moving and storing collection material.

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: • develop procedures for moving and storing collection material • implement and monitor procedures for moving and storing collection material • integrate into procedures internal, external and technical issues that impact on the movement and storage of collection material.
Context of and specific resources for assessment	Assessment must ensure: • involvement of and interaction with others to reflect consultation and team leadership • assessment over a period of time to reflect the ongoing implementation and monitoring aspects of the unit • access to: • relevant policies and procedures manuals • a collection for which procedures can be planned.
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 procedures developed by the candidate and the processes used • evaluation of records • verbal or written questioning to assess knowledge of technical and other considerations in the movement and storage of cultural material. 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.

Key information may include:	• climate • condition of material • cultural considerations • dimensions • intended use • length and mode of journey • nature of material • ownership details • planned duration of storage • propensity for pest infestation • type of storage facility • weight.
Collection material is defined as objects, collections, artworks, specimens, structures or sites, and includes:	• archaeological material • books and manuscripts • ethnographic material • film and audiovisual material • flora and fauna • furniture • photographs • technological and industry items • textiles • works on paper and canvas.
Internal and external factors may include:	• availability of specialist expertise • cultural considerations • future programs and events • intentions and programs of other museums • legal requirements • organisational priorities • resource constraints • space constraints • visitor trends.
Moving and storing may:	• involve: • short or long-term storage

	• transferring material into an institution from an outside location • transferring objects from within an institution to an outside location • various forms of transport • take place within a museum.
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Procedures may relate to:	• contingencies for potential hazards • cultural protocols • legal and financial requirements • location and placement of cultural material at destination • physical, environmental and security constraints of destination • preferred suppliers • protection and security of items • protective materials and equipment • record-keeping requirements • safe health and manual-handling procedures • suitable transfer methods • transportation methods • transportation routes.
Information records may include:	• accession number • accessories • associated collection items • condition • dimensions • exhibition and storage history • history and provenance • insurance details • loan information • location • photographs • images • physical description • previous conservation reports • significance, such as: • cultural • historical • scientific • social • technical • source, such as: • collector • dealer • donor • maker • original location • special handling requirements • weight.

<i>Record-keeping formats</i> may include:	• computer-based • film and video • paper documents • photographic • sound recordings.
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Unit Sector(s)

Cultural services - Collection management