



Australian Government

Department of Education, Employment and Workplace Relations

CULMS610B Research, describe and document cultural material

Release: 1

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Modification History

Not applicable.

Unit Descriptor

This unit describes the skills and knowledge required to research, describe and document cultural material. The unit focuses on assessing and articulating the significance of cultural material, requires the application of significant judgement and is conducted under limited guidance.

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Application of the Unit

Not applicable.

Licensing/Regulatory Information

Not applicable.

Pre-Requisites

Not applicable.

Employability Skills Information

Not applicable.

Elements and Performance Criteria Pre-Content

Not applicable.

Elements and Performance Criteria

Elements and Performance Criteria

Element	Performance Criteria
1 Describe cultural material	1.1 Examine cultural material in accordance with industry best practice and organisational procedures 1.2 Research relevant information regarding history and provenance of the cultural material 1.3 Accurately identify unusual and distinctive features of the cultural material 1.4 Clearly identify the cultural material wherever possible and provide a rationale for the identification 1.5 Accurately and clearly record the results of the identification process in an appropriate format
2 Assess significance	2.1 Identify and consult with key stakeholders regarding the significance of cultural material 2.2 Clearly identify the relationship of the material to related items in the collection and the significance of this relationship 2.3 Identify the need for and seek appropriate expert advice where necessary 2.4 Take action to ensure an item's condition and its conservation needs are fully described, and alert relevant personnel as required
3 Summarise information	3.1 Record descriptions in accordance with organisational procedures and practices 3.2 Articulate the significance of the cultural material in an appropriate format and in sufficient detail to meet organisational requirements
4 Complete accession details	4.1 Allocate accession numbers according to organisational procedures and practices and from the correct sequence 4.2 Confirm the identity of the cultural material before the accession process is implemented

- 4.3 Accurately record the accession number in the appropriate information system
- 4.4 Accurately record the accession number on the cultural material in accordance with organisational procedures and practices

Required Skills and Knowledge

Not applicable.

Evidence Guide

The Evidence Guide describes the underpinning knowledge and skills that must be demonstrated to prove competence. It is essential for assessment and must be read in conjunction with the Performance Criteria, the Range Statement and the Assessment Guidelines of the relevant Training Package.

Critical aspects of evidence required to demonstrate competency in this unit

The following evidence is critical to the judgement of competence in this unit:

- application of detailed knowledge of assessment and description techniques and procedures for cultural material

- ability to apply techniques for the effective identification and description of a range of cultural material

Context of assessment and consistency of performance

The assessment context must provide for:

- practical demonstration of skills using industry-current systems to research, describe and document a range of cultural material

Relationships to other units

This unit has linkages to other collection management units and combined assessment and or/training with those units may be appropriate, for example:

- CULMS502B - Acquire/dispose of cultural material

Method of assessment

Assessment may incorporate a range of methods to assess performance and the application of essential underpinning knowledge, and might include:

- evaluation of descriptions and records created by the candidate

- evaluation of research processes undertaken by the candidate to identify and assess the significance of cultural material

- case studies to assess ability to apply skills to different collection types and workplace contexts

- oral or written questioning to assess knowledge of industry standards and procedures for identification, description and documentation of cultural material

- review of portfolios of evidence and third party workplace reports of on-the-job performance by the candidate

Assessment methods should closely reflect workplace demands and the needs of particular groups [e.g. people with disabilities, and people who may have literacy or numeracy difficulties such as speakers of languages other than English, remote communities and those with interrupted schooling].

Essential skills and knowledge

Assessment must include evidence of the following knowledge and skills:

- subject matter expertise related to the cultural material, including detailed knowledge of information sources

- concepts of significance and significance assessment process

- relevant sources of expert advice relevant to the work context

- handling and examination techniques in the relevant work context

- conservation policies and procedures as they apply to identification, description and documentation of cultural material

- copyright, moral rights and intellectual property issues and legislation and their impact on identification, description and documentation of cultural material

cultural protocols for examining, identifying and reporting on cultural material, including Indigenous protocols

industry procedures and systems for examining, identifying and reporting on cultural material

literacy skills sufficient to research, analyse and document potentially complex information on cultural material

Specific resource requirements

Assessment of this unit requires access to:

relevant policies and procedures manuals

cultural material to be identified, described, documented

documentation systems

Generic employability skills

The seven Key Competencies represent generic skills considered for effective work participation. The bracketed numbering against each of the Key Competencies indicates the performance level required in this unit.

Level (1) represents the competence to undertake tasks effectively

Level (2) represents the competence to manage tasks

Level (3) represents the competence to use concepts for evaluating and reshaping tasks.

How can communication of ideas and information be applied? - (2)

Writing descriptions

How can information be collected, analysed and organised? - (2)

Assessing the significance of an item within a collection

How are activities planned and organised - (2)

Co-ordinating the research process

How can team work be applied - (2)

Consulting with experts on particular cultural materials

How can the use of mathematical ideas and techniques be applied - (1)

Using accession numbering systems

How can problem solving skills be applied - (2)

Resolving cultural issues surrounding a particular item

How can the use of technology be applied - (1)

Using automated systems

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The following evidence is critical to the judgement of competence in this unit:

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ability to apply techniques for the effective identification and description of a range of cultural material

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practical demonstration of skills using industry-current systems to research, describe and document a range of cultural material

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- evaluation of research processes undertaken by the candidate to identify and assess the significance of cultural material
- case studies to assess ability to apply skills to different collection types and workplace contexts
- oral or written questioning to assess knowledge of industry standards and procedures for identification, description and documentation of cultural material
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Essential skills and knowledge

Assessment must include evidence of the following knowledge and skills:

- subject matter expertise related to the cultural material, including detailed knowledge of information sources
- concepts of significance and significance assessment process
- relevant sources of expert advice relevant to the work context
- handling and examination techniques in the relevant work context
- conservation policies and procedures as they apply to identification, description and documentation of cultural material
- copyright, moral rights and intellectual property issues and legislation and their impact on identification, description and documentation of cultural material
- cultural protocols for examining, identifying and reporting on cultural material, including Indigenous protocols
- industry procedures and systems for examining, identifying and reporting on cultural material
- literacy skills sufficient to research, analyse and document potentially complex information on cultural material

Specific resource requirements

Assessment of this unit requires access to:

- relevant policies and procedures manuals
- cultural material to be identified, described, documented
- documentation systems

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Writing descriptions

How can information be collected, analysed and organised? - (2)

Assessing the significance of an item within a collection

How are activities planned and organised - (2)

Co-ordinating the research process

How can team work be applied - (2)

Consulting with experts on particular cultural materials

How can the use of mathematical ideas and techniques be applied - (1)

Using accession numbering systems

How can problem solving skills be applied - (2)

Resolving cultural issues surrounding a particular item

How can the use of technology be applied - (1)

Using automated systems

Range Statement

The Range Statement relates to the Unit of Competency as a whole. It allows for different work environments and situations that will affect performance.

The following variables may be present with training and assessment depending on the work situation, needs of the trainee, accessibility of the item, and local industry and regional contexts. If bold italicised text is shown in Performance Criteria, details of the text are provided in the Range Statement.

Cultural material is defined as 'objects, collections, artworks, specimens, structures or sites'. Examples include:

- 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

Information sources relevant to the cultural material may include:

- other museums
- previous holders of cultural material
- other museum workers
- publications
- experts/specialists
- the organisation's collection
- catalogues
- reference works
- written reports
- local community members
- archives
- libraries
- Internet
- makers/artists

Key stakeholders may include:

- donors
- owners/custodians
- cultural groups
- users
- community associations
- experts/specialists
- makers/artists

Appropriate formats may be:

- verbal
- written
- graphic

photographic

Detail in the description may relate to:

the physical appearance of the item
significance (historic, scientific research)
provenance
previous owners
dimensions
intactness
condition (good to seriously degraded)
relationship to other material (within or outside of the collection)
conservation needs (care, handling, protection)
previous conservation
age
functionality
adaptations/repairs
marks/inscriptions
construction materials
construction method
maker/artist
associations with place

Accession details may include:

date of accession
details of previous ownership
brief description
registration number
acquisition method
costs, eg value, maintenance costs
copyright details
maker/artist
date of creation
dimensions

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film/audiovisual material
flora and fauna
furniture
photographs
technological/industry items

textiles
works on paper/canvas

Information sources relevant to the cultural material may include:

other museums
previous holders of cultural material
other museum workers
publications
experts/specialists
the organisation's collection
catalogues
reference works
written reports
local community members
archives
libraries
Internet
makers/artists

Key stakeholders may include:

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Unit Sector(s)

Not applicable.