

CULMS610B**Research, describe and document cultural material****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.

Unit Sector

No sector assigned

ELEMENT**PERFORMANCE CRITERIA**

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| 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 |

KEY COMPETENCIES

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.

Key Competency	Example of Application	Performance Level
Communicating ideas and information	Writing descriptions	2
Collecting analysing and organising information	Assessing the significance of an item within a collection	2
Planning and organising activities	Co-ordinating the research process	2
Working with others and in teams	Consulting with experts on particular cultural materials	2
Using mathematical ideas and techniques	Using accession numbering systems	1
Solving problems	Resolving cultural issues surrounding a particular item	2
Using technology	Using automated systems	1

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

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, eg:

- 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 [eg 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