



**Australian Government**

# **SIFCCAC004 Maintain and care for historical records**

**Release: 1**

# SIFCCAC004 Maintain and care for historical records

## Modification History

Not applicable.

## Application

This unit describes the performance outcomes, skills and knowledge required to correctly store, display and maintain historical records to ensure their preservation. It applies to cemetery and crematorium staff and may involve either working autonomously or under supervision. Work is performed according to work health and safety, relevant legislation and workplace policies and procedures.

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

## Competency Field

Cemetery and Crematoria Administration and Coordination

## Unit Sector

Cemetery and Crematoria

## Elements and Performance Criteria

### ELEMENTS

Elements describe the essential outcomes.

1. Store and display historical records.

2. Carry out maintenance of historical records.

### PERFORMANCE CRITERIA

Performance criteria describe the performance needed to demonstrate achievement of the element.

- 1.1 Locate historical records as required.
- 1.2 Handle historical records according to industry preservation guidelines and workplace requirements.
- 1.3 Store historical records according to industry preservation guidelines and relevant legislation and workplace requirements.
- 1.4 Display historical records to industry preservation guidelines and workplace requirements.
- 2.1 Inspect historical records to identify damaged or missing records.
- 2.2 Report damage or loss of records to supervisor.
- 2.3 Carry out routine repairs on historical records as required.

## 2.4 Identify when specialist expertise is required.

### **Foundation Skills**

This section describes those language, literacy, numeracy and employment skills that are essential to performance.

Foundation skills essential to performance are explicit in the performance criteria of this unit of competency.

### **Unit Mapping Information**

SIFGLC001A Maintain and care for historical records.

### **Links**

Companion Volume implementation guides are found in VETNet -

<https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=c2c3131e-4418-4aa3-8ff1-a855c95f7fd6>

# Assessment Requirements for SIFCCAC004 Maintain and care for historical records

## Modification History

Not applicable.

## Performance Evidence

Evidence of the ability to:

- handle, store and display historical records according to industry preservation guidelines and work requirements
- inspect, maintain and repair historical records and report inspection results.

Evidence of performance of maintaining and caring for two or more historical is required to demonstrate consistency of performance and ability to respond to different situations.

## Knowledge Evidence

Demonstrated knowledge of:

- scope of own role in relation to maintaining and caring for historical records, including identifying when specialist expertise is required
- types and purposes of historical records for cemeteries and crematoria, including:
  - burial records
  - cremation records
  - Death Certificates
  - funeral records
  - relevant correspondence
  - photographs
  - books
  - artefacts
  - physical assets, including mortuary carriage
- industry preservation guidelines
- workplace policies and procedures in relation to maintenance of historical records and archive storage systems
- federal, state or territory, and local government legislation and regulations relating to storage and maintenance of historical records for cemeteries and crematoria
- cataloguing systems most commonly used for storage of historical records
- causes for damaged or missing records, including but not restricted to:
  - humidity
  - light

- dust
- air conditioning
- fire
- soot
- water damage
- acidic paper
- age and decay of bindings
- structural collapse
- shelves or more major building problems
- relocation
- computer malfunction
- theft
- vandalism
- incompetence
- preservation processes used for historical documents
- preservation, maintenance and loss issues in relation to maintaining and caring for cemetery historical records.

## Assessment Conditions

Skills must be demonstrated in the workplace or in a simulated environment that is as industry realistic as possible. In a simulated environment, it is essential that assessment is conducted:

- using suitable facilities, equipment and resources, including:
  - a facility where historical records can be displayed, stored and maintained
  - range of historical records with range of handling, storage and display requirements
  - equipment and materials used for minor repairs
- under industry conditions where there is:
  - integration of tasks with possible interruptions to work typical of the job role
  - speed and timing requirements that reflect commercial operating conditions

Assessors must satisfy the NVR/AQTF mandatory competency requirements for assessors.

## Links

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