



Australian Government

Department of Education, Employment and Workplace Relations

SIFGLC001A Maintain and care for historical records

Revision Number: 1

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Modification History

Not applicable.

Unit Descriptor

Unit descriptor This unit describes the performance outcomes, skills and knowledge required to correctly store, display and maintain historical records to ensure their preservation.

Application of the Unit

Application of the unit This unit applies to cemetery and crematorium personnel and may involve either working autonomously or under supervision.

Licensing/Regulatory Information

Not applicable.

Pre-Requisites

Prerequisite units Nil

Employability Skills Information

Employability skills This unit contains employability skills.

Elements and Performance Criteria Pre-Content

Elements describe the essential outcomes of a unit of competency.

Performance criteria describe the required performance needed to demonstrate achievement of the element. Where bold italicised text is used, further information is detailed in the required skills and knowledge and/or the range statement. Assessment of performance is to be consistent with the evidence guide.

Elements and Performance Criteria

ELEMENT

PERFORMANCE CRITERIA

- | | | | |
|---|--|-----|--|
| 1 | Store and display historical records. | 1.1 | Identify <i>historical records</i> . |
| | | 1.2 | Handle historical records according to <i>workplace policies and procedures</i> . |
| | | 1.3 | Store historical records according to workplace policies and procedures, and <i>relevant legislation</i> . |
| | | 1.4 | Display historical records according to workplace policies and procedures. |
| 2 | Carry out maintenance of historical records. | 2.1 | Inspect historical records to identify <i>damaged or missing records</i> . |
| | | 2.2 | Report damage or loss of records to <i>appropriate staff</i> according to workplace policies and procedures. |
| | | 2.3 | Carry out routine repairs on historical records according to workplace policies and procedures. |
| | | 2.4 | Arrange maintenance and repair of historical records with <i>external personnel</i> according to workplace policies and procedures. |

Required Skills and Knowledge

REQUIRED SKILLS AND KNOWLEDGE

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

Required skills

- communication skills, including clear and direct communication and active listening and questioning techniques to liaise with staff and external personnel and report loss or damage to records
- literacy and numeracy skills to understand written documentation and complete required documentation
- computer literacy to use databases
- interpersonal skills to relate to people from a range of social, cultural, religious and ethnic backgrounds and with a range of physical and mental abilities
- problem-solving skills to handle, store and display records to prevent damage or loss
- planning and organisational skills to inspect records regularly and arrange maintenance and repairs.

Required knowledge

- broad working knowledge of relevant federal, state or territory, and local government legislation and regulations relating to storage and maintenance of historical records
- workplace policies and procedures in relation to maintenance of historical records and archive storage systems
- cataloguing systems
- document preservation requirements
- preservation, maintenance and loss issues.

Evidence Guide

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.

Critical aspects for assessment and evidence required to demonstrate competency in this unit

Evidence of the following is essential:

- handling, storage and display techniques for historical records
- procedures for inspecting, maintaining and repairing historical records and reporting inspection results

EVIDENCE GUIDE

- knowledge of legal requirements for maintaining and storing historical records for cemeteries and crematoria
- maintaining and caring for multiple types of historical records over a period of time to ensure consistency of performance and ability to respond to different situations.

Context of and specific resources for assessment

Assessment must ensure:

- demonstration of skills in a facility where historical records can be displayed, stored and maintained
- access to historical records
- access to range of historical records with range of handling, storage and display requirements.

Methods of assessment

A range of assessment methods should be used to assess practical skills and knowledge. The following examples are appropriate for this unit:

- observation of candidate handling and storing historical records, carrying out routine repairs on historical records, and applying salvage procedures
- written or verbal questioning to assess knowledge and understanding of workplace policies and procedures and legislation with regard to maintaining and caring for historical records in funeral services industry
- review of portfolios of evidence and third-party workplace reports of on-the-job performance by the candidate.

Holistic assessment with other units relevant to the industry sector, workplace and job role is recommended.

Employability skills embedded in this unit should be assessed holistically with other relevant units that make up the skill set or qualification and in the context of the job role.

Range Statement

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.

Historical records may include:

- burial records
- cremation records
- Death Certificates
- funeral records
- relevant correspondence
- photographs
- books
- artefacts
- physical assets, such as mortuary carriage.

Workplace policies and procedures may include:

- procedures for handling historical records
- procedures for storing historical records, such as:
 - off site
 - fireproof storage facilities
 - copying historical records prior to deterioration for storage purposes
- procedures for displaying historical records
- inspection schedules and procedures
- salvage procedures.

Relevant legislation may include:

- Archives Act
- OHS.

RANGE STATEMENT

Damaged or missing records
may include those affected by:

- humidity
- light
- dust
- air conditioning
- fire
- soot
- water damage
- acidic paper
- age and decay of bindings
- structural collapse, such as shelves or more major building problems
- relocation
- computer malfunction
- theft
- vandalism
- incompetence.

Appropriate staff may include:

- supervisors
- managers.

External personnel may include: • restorers.

Unit Sector(s)

Sector

Funeral Services

Competency field

Competency field

Governance and Legal Compliance