



**Australian Government**

**Assessment Requirements for  
CUACNM601 Manage collection  
maintenance and preservation procedures**

**Release: 1**

# Assessment Requirements for CUACNM601 Manage collection maintenance and preservation procedures

## Modification History

Release	Comments
Release 1	This version first released with CUA Creative Arts and Culture Training Package version 2.0.

## Performance Evidence

Evidence of the ability to:

- manage care and maintenance procedures to meet specific collection and organisational needs
- systematically review and monitor the organisation's policies and procedures for collection care, maintenance and preservation
- apply organisation's collection development policies and procedures, particularly the digital preservation policy
- evaluate the care and maintenance procedures of specific collections
- interact with colleagues and specialist experts on development issues, as required, to complement own skill set
- pursue opportunities for own professional development regarding new and emerging trends in maintenance and preservation procedures and strategies
- model due diligence and professionalism in complex judgements and decisions.

Note: If a specific volume or frequency is not stated, then evidence must be provided at least once.

## Knowledge Evidence

To complete the unit requirements safely and effectively, the individual must:

- detail strategies for the storage, display, preservation and conservation of different types of information materials
- identify risk factors for different types of information materials
- describe the nature of cooperative arrangements that exist between information services providers in relation to collection care and maintenance
- analyse issues that affect the care, maintenance and preservation of specific types of information materials, both print and electronic
- identify copyright, moral rights and intellectual property issues that affect collection care and management

- review organisational collection development policies on the care, maintenance and preservation of specific information collections
- describe cultural protocols that impact on collection care and management
- discuss the purposes and objectives of existing digital preservation policies
- discuss the benefits and limitations of digital preservation.

## **Assessment Conditions**

Assessment must be conducted in a safe environment where evidence gathered demonstrates consistent performance of typical activities experienced in creative arts industry environments. The assessment environment must include access to:

- a collection for which procedures must be managed
- relevant policies and procedures manuals, including those relating to the preservation of digital collections.

Assessors of this unit must satisfy the requirements for assessors in applicable vocational educational and training legislation, frameworks and/or standards.

## **Links**

Companion Volume implementation guides are found in VETNet -  
<https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=1db201d9-4006-4430-839f-382ef6b803d5>