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| Title | Demonstrate knowledge and skills of museum collection management | | |
| Level | 4 | Credits | 15 |

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| Purpose | People credited with this unit standard are able to demonstrate: knowledge of museum collection management policy and practice; storage and display of collection items and/or taonga using preventive conservation methods in a museum; the protocols for handling collection items and/or taonga in a museum; and museum collection management skills. |
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| Classification | Museum Services > Museum Collections |
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| Available grade | Achieved |
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Guidance Information

- 1 All learning and assessment in this standard must be carried out in accordance with museum tikanga, policy, process and practice. This includes documented policies and procedures and established practices for the operation of museums and may include but is not limited to: application of the articles of Te Tiriti o Waitangi, culture and/or legal requirements, standards, codes of ethics, and relevant industry best-practice documents.
- 2 For the purposes of this unit standard, evidence requirements may be limited to one museum.
- 3 **Definitions**
Mana taonga recognises the spiritual and cultural connections of taonga with their people through whakapapa, including to foster connections between taonga and iwi/hapū/whanau, and connections between collections and descendant kin communities or interest communities.
Museum includes museums, art galleries, where taonga, tribal museums, cultural and community centres holding public collections, science centres, interpretive centres, exhibition centres, and historic places.
Taonga are tangible and intangible items of cultural and social significance to Māori.
- 4 **Recommended skills and knowledge**
Unit 20554, *Demonstrate knowledge of museums and responsibilities of the museum sector in Aotearoa New Zealand*, or demonstrate equivalent knowledge and skills.

Outcomes and performance criteria

Outcome 1

Demonstrate knowledge of museum collection management policy.

Performance criteria

1.1 Key elements of a policy for museum collection management are identified.

Range evidence of four key elements is required.

Outcome 2

Demonstrate knowledge of museum collection management practice.

Performance criteria

2.1 The practice of collection registration and documentation is explained and justified.

Range object receipt, donor records, numbering systems, accessioning, insurance.

2.2 The procedures for accessioning and cataloguing collection items and/or taonga are described and explained.

Range evidence must come from one museum.

2.3 The storage and preventive conservation of collection items and/or taonga are explained in terms of the factors involved.

Range factors include – environmental, storage materials, pest management, handling and movement, disaster preparedness.

2.4 Immediate response procedures in relation to theft, or damage through accident, vandalism, or disaster are explained.

Outcome 3

Demonstrate storage and display of collection items and/or taonga using preventive conservation methods in a museum.

Performance criteria

3.1 A collection item and/or taonga is stored.

Range may include but is not limited to – acid-free storage materials, effect of light, location, object support and earthquake restraints; evidence of three different types of collection item and/or taonga.

3.2 A collection item or taonga is displayed.

Range may include but is not limited to – object support, choice of display materials, light levels, location, mana taonga, consultation with iwi and/or communities of origin.

3.3 The factors relating to poor storage and display that can damage museum collection items or taonga are described and explained.

Range includes but is not limited to – environmental factors, physical damage; evidence of three environmental factors and two sources of physical damage is required.

Outcome 4

Demonstrate the protocols for handling collection items and/or taonga in a museum.

Range may include but is not limited to – small delicate objects, flat flexible objects, large flat textiles, books, furniture, framed objects.

Performance criteria

4.1 The protocols for handling museum collection items and/or taonga are described.

Range evidence of three protocols is required.

4.2 Collection items and/or taonga are moved.

Range three different types of item and/or taonga.

Outcome 5

Demonstrate museum collection management skills.

Performance criteria

5.1 Museum collection management skills are demonstrated.

Range handling and moving, labelling, accessioning, cataloguing; imaging; assigning storage location; evidence of three different types of collection items and/or taonga.

5.2 Research and documentation of provenance are completed.

Range provenance includes but is not limited to – whakapapa, origin, story, custodianship, past ownership, associations; evidence of one collection item or taonga.

5.3 A condition report is completed and follow up procedures are carried out.

Range evidence of one collection item or taonga.

5.4 The management of physical hazards, hazardous substances and legislative requirements in collections management and care is explained.

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| Planned review date | 31 December 2028 |
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Status information and last date for assessment for superseded versions

| Process | Version | Date | Last Date for Assessment |
|-----------------------|---------|-------------------|--------------------------|
| Registration | 1 | 24 May 2005 | 31 December 2018 |
| Rollover and Revision | 2 | 21 September 2007 | 31 December 2018 |
| Review | 3 | 21 January 2011 | 31 December 2025 |
| Revision | 4 | 21 May 2015 | 31 December 2025 |
| Review | 5 | 18 August 2016 | 31 December 2025 |
| Review | 6 | 26 October 2023 | N/A |

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| Consent and Moderation Requirements (CMR) reference | 0099 |
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This CMR can be accessed at <http://www.nzqa.govt.nz/framework/search/index.do>.

Comments on this unit standard

Please contact Toi Mai Workforce Development Council info@toimai.nz if you wish to suggest changes to the content of this unit standard.