

**MUSEUM AND LIBRARY/INFORMATION
SERVICES
TRAINING PACKAGE
IMPLEMENTATION GUIDE**

CUL04

Western Australian Department of Education and Training

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Foreword

This Implementation Guide has been generated to enable the stakeholders in the Museum and Library/information Services Industry in Western Australia to participate in the managed implementation of the Museum and Library/Information Services National Training Package (CUL04).

The Guide has been developed with cooperation from Industry Groups, the Library Sub-Committee of the ARTS Industry Training Council (ITC), the Curriculum Services Support Network – in particular, Grazia Pagano, and; key stakeholders in industry. To achieve maximum advantage from this Guide, its implementation should occur in a planned manner.

Information within this Guide should provide guidance on how competency standards may be selected and applied to achieve suitable outcomes and qualifications, for and within an industry.

The Museum and Library/information Services Training Package (CUL04) was endorsed by Ministers for vocational education and training in September 2004.

Acknowledgments

The Western Australia Department of Education and Training Implementation Guide for the Museum and Library/Information Services Training Package, was prepared by Andrea Vinciullo, Course Coordinator of Library & Information Services at Central TAFE. The Department of Education and Training funded the development of the Guide.

The Department of Education and Training wishes to acknowledge the individuals and organisations who have contributed willingly and constructively to this Guide.

Introduction

This Guide provides information that will facilitate the implementation of the Museum and Library/information Services Training Package (CUL04) in Western Australia. This Guide is designed to aid Registered Training Organisations (RTOs) to convert from Training Package qualifications to revised Training Package qualifications within the scope of their training delivery.

The Guide should be read in conjunction with the endorsed components of the Museum and Library/information Services Training Package (CUL04).

The Guide provides information on:

- Transition arrangements
- Licensing requirements
- Assessment, including Graded Performance
- Funding
- Learning resources and assessment materials
- A mapping of current publicly funded qualifications to Training Package qualifications
- An allocation of nominal hours to units of competency and total hours for qualifications
- A mapping of current Traineeship and Apprenticeship courses to new qualifications
- A set of appropriate sample, or model, training programs at each AQF level
- An indication of availability of supporting materials for delivery of qualifications

Obtaining The Training Package

The Museum and Library/information Services Training Package can be purchased from:

Australian Training Products

Level 25, 150 Lonsdale Street
Melbourne Victoria 3000
Telephone: (03) 9655 0600
Facsimile: (03) 9639 4684
Email: sales@atpl.net.au

Innovation & Business Skills Australia

Level 7, 163 Eastern Road
South Melbourne Victoria 3205
Telephone: (03) 9645 7555
Facsimile: (03) 9645 7556

Information on National Training Packages is also available through the National Training Information Service (NTIS), which can be located on the Internet at: www.ntis.gov.au

Note: full texts of National Training Packages are not published on the NTIS website, merely the qualifications and the Units of competency

<p>All RTOs who have Training Package qualifications on their Scope of Delivery must obtain a copy of the relevant Training Package.</p>

An Overview of The Museum and Library/information Services Industry

This revised edition of the Museums and Library/Information Services Training Package is introduced at a time when employees across a wide variety of industries are being encouraged to acquire cultural and information literacy skills to enhance their current skill sets and to broaden their opportunities for skills transference in a constantly changing world of work.

The Training Package covers diverse occupations in the Museums and Galleries sector, ranging from installation, visitor services and curatorial assistants to managers and directors of small galleries and cultural centres. Similarly, in the Library/ Information Services sectors the standards address skills and knowledge across many occupations, from library assistants and library technicians who work in a range of contexts including public, corporate and school environments to those working on digital collections and in supervisory roles.

Upgrading and development of the units of competency and qualifications in the training package was undertaken within a context of consultation and feedback from key stakeholders in industry, private and public RTO's and past and current students who had experience of the previous training package. As stated in the training package, the underpinning principles of the revised qualifications included:

- Maximisation of flexibility to meet a range of different information services applications and contexts
- Retention of a degree of nesting within qualifications based on widespread support for this approach
- Maximisation of opportunity to draw units from other relevant training packages to increase flexibility, pathways and recognition – especially in the area of information technology

Transition Arrangements

Registered Training Organisations (RTOs) are required to deliver Training Package qualifications within 12 months of endorsement of the Training Package by the National Training Quality Council (NTQC). A current accredited course, however, may be used until its accreditation expires.

Transition to New Qualifications

Students currently enrolled in a Training Package qualification in Museum and Library/information Services should be permitted to complete the program they enrolled in initially, unless the move to the related qualification from a Training Package can be made without disadvantage to a student.

The following transition arrangements will apply to existing training package qualifications which are being replaced by revised training package qualifications:

- **Existing full time students enrolled in the current Training Package qualifications**
Students who are currently enrolled full time in the Diploma in Library and Information Services will be given until the end of Semester 2, 2006 to complete their course.

- **Existing part time students enrolled in the current Training Package qualifications**

Students who are currently enrolled part time in the Diploma in Library and Information Services will be converted to the new Training Package qualifications by Semester 2, 2005.

- **New full time and part time enrolments –Semester 2, 2005**

As of the start of Semester 2, 2005 all new full time and part time students will be enrolled into the new training package qualifications.

Funding

Some learners may only achieve a Statement of Attainment during their enrolment period with the RTO. Separate funding is not provided to assess the learner who has left his/her studies and then, at a later date, wants to complete an integrated assessment to achieve a certificate qualification. The RTO will be required to make special arrangements to issue the final qualification. This process may involve an invitation to the employer (if applicable) to participate in the assessment in the workplace.

Nominal Duration of Qualifications

The maximum nominal hours are identified for each Training Package qualification. Nominal hours may vary within a qualification depending on the units of competency selected and the delivery strategies used; however, training delivery will not be funded beyond the maximum nominal hours indicated. Nominal hours are for structured training only and include both delivery and assessment.

Definition of nominal hours (supervised)

The hours of supervised learning or training deemed necessary to cover the educational material in a training program when undertaken in standard classroom delivery mode. (*Source: A Glossary of Australian Vocational Education and Training Terms*).

Licensing Requirements

There are currently no licensing requirements associated with the qualifications within the Museum and Library/Information Services Training Package.

Assessment Guidelines

Assessment Guidelines are one of the endorsed components of the Museum and Library/Information Services Training Package. See Volumes 1 & 2 of the Training Package.

Learning Resources and Assessment Materials

Learning resources and/or assessment materials make up the non-endorsed components of the Training Package. There is currently a limited range of commercially produced learning resources available to support the delivery of the specialist units within the Museum and Library/Information Services Training Package. There are however a wider range of commercially produced resources which may be used to support the delivery of the new Business and Cross Sector units which are contained within the revised training package.

A number of assessment related resources are also available from:

- The VET Teaching and Learning Branch of the Department of Education and Training;
- The Australian National Training Authority;
- Australian Training Products.

Trainers should consider the use of existing resources and/or resources sourced from a third party carefully, as some may need to be modified to suit the learning and assessment strategy developed by the RTO. In particular, resources previously used for training and assessment against accredited modules may not be suitable for the Units of competency without modification.

For further details contact either *Australian Training Products* or *Innovation & Business Skills Australia Skills Council*. Contact details appear in the Obtaining The Training Package section of this Guide

Graded Performance Assessment

Central TAFE is currently the sole provider in Western Australia of the Library/Information Services training package qualifications. There is currently no RTO delivering the Museums training package qualifications in Western Australia.

Graded performance has been in place for Library & Information Services students at Central TAFE, since Semester 2, 2002. Students have their performance assessed as Performance with Competence (PC), Performance with Merit (PM) or Performance with Distinction (PD); against a pre-defined set of criteria. This criteria was developed by Library & Information Services lecturing staff in consultation with relevant industry groups, the CSSN, ARTS ITC and Department of Education and Training staff. These additional levels of grading acknowledge students achievements and provide benchmarks for industry.

Qualifications and Nominal Hours

The following table provides a summary of the qualifications and nominal hours in the Museum and Library/Information Services Training Package (CUL04).

Code	Training Package Qualification Title	Maximum Nominal Hours
Museum Qualifications		
CUL20204	Certificate II in Museum Practice	240
CUL30204	Certificate III in Museum Practice	360
CUL40204	Certificate IV in Museum Practice	600
CUL50204	Diploma of Museum Practice	830
CUL60204	Advanced Diploma of Museum Practice	1150

Code	Training Package Qualification Title	Maximum Nominal Hours
Library/Information Services Qualifications		
CUL20104	Certificate II in Library/Information Services	335
CUL30104	Certificate III in Library/Information Services	525
CUL40104	Certificate IV in Library/Information Services	930
CUL50104	Diploma of Library/Information Services	1150
CUL60104	Advanced Diploma of Library/Information Services	1394

Units of Competency and Nominal Hours

The following table provides a summary of the specialist units of competency and nominal hours in the Museum and Library/Information Services Training Package (CUL04). Business and Cross Sectoral Units introduced into this revised edition of the training package have been allocated nominal hours in the training packages to which they belong, and as such, they are not included here

Specialist Units of Competency (Museums)

Code	Unit Titles	Maximum Nominal Hours
CULMS001A	Work with Aboriginal or Torres Strait Islander cultural material	30
CULMS002A	Research and evaluate Aboriginal or Torres Strait islander	30
CULMS003A	Move/store cultural material	50
CULMS004A	Integrate knowledge of education and learning into museum activities	80
CULMS005A	Research and generate ideas for exhibition concepts	80
CULMS006A	Develop and implement the interpretive/communication strategy for an exhibition	100
CULMS007A	Design and develop interpretive displays	100
CULMS008A	Conceive, develop and realise exhibition designs	100
CULMS009A	Implement preventative conservation activities	40
CULMS010A	Contribute to the preservation of cultural material	80
CULMS011A	Develop a disaster preparedness plan	40
CULMS012A	Plan event touring	80
CULMS013A	Implement facility maintenance programs	30
CULMS201B	Develop and apply knowledge of the museum industry	60
CULMS202A	Provide visitors with venue information and assistance	30
CULMS205B	Observe and report basic condition of collection	30
CULMS207B	Assist with the presentation of public activities and events	50
CULMS406B	Deliver information, activities and events	50
CULMS407B	Install and dismantle exhibition elements	40
CULMS411B	Prepare display accommodation for cultural material	50
CULMS412B	Record and maintain collection information	50
CULMS502B	Acquire/dispose of cultural material	50
CULMS504B	Organise and monitor exhibition installation/dismantling	55
CULMS506B	Plan and develop activities, events and programs	60
CULMS605B	Develop and implement procedures for the movement/storage of cultural material	50
CULMS609B	Develop policies and strategies	60
CULMS610B	Research, describe and document cultural material	60
CULMS611B	Lend/borrow cultural material	30

Specialist Units of Competency (Library & Information Services)

Code	Unit Titles	Maximum Nominal Hours
CULLB001A	Develop and apply knowledge of the library/information services industry	60
CULLB002A	Obtain information from external and networked sources to meet customer needs	60
CULLB003A	Research and analyse information to meet customer needs	60
CULLB004A	Process information orders	50
CULLB005A	Search databases	50
CULLB203B	Develop and use information literacy skills	60
CULLB205B	Process and maintain information resources	50
CULLB206B	Assist with circulation services	50
CULLB302B	Use cataloguing tools	50
CULLB307B	Use multimedia	50
CULLB401B	Assist customers to access information	60
CULLB412B	Undertake cataloguing activities	60
CULLB505B	Analyse and describe information materials	40
CULLB506B	Catalogue and classify material	60
CULLB508B	Monitor and enhance information access	30
CULLB509B	Select and acquire information materials	30
CULLB510B	Develop and maintain community/stakeholder relationships	50
CULLB602B	Use, evaluate and extend own information literacy skills	80
CULLB604B	Manage care & maintenance of the collection	100
CULLB605B	Manage collection development	100
CULLB708B	Manage information access	60
CULLB701B	Analyse and describe specialist/complex material	60

Training package qualifications which replace qualifications from an earlier version of a training package:

The following table provides an overview of the qualifications which replace an earlier version of the Training Package.

Current Training Package qualification			Replacement qualification		
Museums					
CUL20299	Certificate II in Museum Practice	210	CUL20204	Certificate II in Museum Practice	240
CUL30299	Certificate III in Museum Practice	390	CUL30204	Certificate III in Museum Practice	360
CUL40299	Certificate IV in Museum Practice	660	CUL40204	Certificate IV in Museum Practice	600
CUL50299	Diploma of Museum Practice	1060	CUL50204	Diploma of Museum Practice	830
CUL60299	Advanced Diploma of Museum Practice	1220	CUL60204	Advanced Diploma of Museum Practice	1150

Current Training Package qualification			Replacement qualification		
Library & Information Services					
CUL20199	Certificate II in Library/Information Services	350	CUL20104	Certificate II in Library/Information Services	335
CUL30199	Certificate III in Library/Information Services	600	CUL30104	Certificate III in Library/Information Services	525
CUL40199	Certificate IV in Library/Information Services	790	CUL40104	Certificate IV in Library/Information Services	930
CUL50199	Diploma of Library/Information Services	1200	CUL50104	Diploma of Library/Information Services	1150
CUL60199	Advanced Diploma of Library/Information Services	1380	CUL60104	Advanced Diploma of Library/Information Services	1394

Training package units of competency which replace units of competency from an earlier version of a training package:

The following table provides an overview of new/revised units of competency which replace units of competency from an earlier version of the Training Package:

MUSEUMS

New/Revised Unit of Competency		Current Unit of Competency	
STREAM			
Museum Practice			
CULMS201B	Develop and apply knowledge of the museum industry	CULMS201A	Develop and apply knowledge of the institution
Collection Management			
CULMS205B	Observe and report basic condition of collection	CULMS205A	Observe and report basic condition of collection
CULMS003A	Move/store cultural material	CULMS302A & CULMS306A & CULMS409A	Assist with the movement and storage of objects Transport objects to new locations Plan and carry out the movement and storage of objects
CULMS411B	Prepare display accommodation for cultural material	CULMS411A	Provide technical support for the accommodation of objects
CULMS412B	Record and maintain collection information	CULMS412A	Record and maintain information about the collection
CULMS610B	Research, describe and document cultural material	CULMS610A & CULMS505A	Identify and describe objects Document objects
CULMS611B	Lend/borrow cultural material	CULMS611A	Lend and borrow objects
CULMS502B	Acquire/dispose of cultural material	CULMS502A & CULMS604A	Arrange to acquire or dispose of objects Co-ordinate the acquisition and disposal of objects

CULMS605B	Develop and implement procedures for the movement/storage of cultural material	CULMS605A & CULMS409A	Coordinate the movement and storage of objects and the maintenance of information records Plan and carry out the movement and storage of objects
Education and Visitor Services			
CULMS202B	Provide visitors with venue information and assistance	CULMS202A & CUECOR03A	Assist clients to access services and facilities Provide quality service to customers
Exhibition Development and Management			
CULMS407B	Install and dismantle exhibition elements	CULMS407A	Install and dismantle small exhibitions
CULMS504B	Organise and monitor exhibition installation/dismantling	CULMS504A	Coordinate installation and dismantling of small exhibitions
Library Practice			
CULLB203B	Develop and use information literacy skills	CULLB203A & CULLB403A	Develop own information literacy skills Develop and apply own information literacy skills in working with clients
CULLB602B	Use, evaluate and extend own information literacy skills	CULLB602A	Evaluate and extend own information literacy skills in working with clients
Library Customer Service			
CULLB206B	Assist with circulation services	CULLB206A	Assist with circulation services
CULLB401B	Assist customers to access information	CULLB401A	Contribute to client access to information
CULLB002A	Obtain information from external and networked sources to meet customer needs	CULLB306A CULLB410A	Respond to requests from other information providers for material Obtain information resources from remote sources for clients

CULLB003A	Research and analyse information to meet customer needs	CULLB504A	Provide clients with access to required information
CULLB508B	Monitor and enhance information access	CULLB508A	Develop and improve systems and processes to increase access to information
		&	
		CULLB404A	Contribute to structuring bibliographic and other information systems
CULLB708B	Manage information access	CULLB708A	Manage information access
Information Organisation and Management			
CULLB205B	Process and maintain information resources	CULLB205A	Prepare, process and store resources
CULLB004A	Process information resource orders	CULLB303A	Accession and process resources
		OR	Process orders
		CULLB305A	
		AND	
		CULLB408A	Acquire and process resources for access
CULLB302B	Use cataloguing tools	CULLB302A	Use bibliographic methods
CULLB005A	Search databases	CULLB404A	Contribute to structuring bibliographic and other information systems
		&	
		CULLB407A	Use networked services effectively to provide access to information
CULLB412B	Undertake cataloguing activities	CULLB412A	Undertake cataloguing activities
CULLB505B	Analyse and describe information materials	CULLB505A	Analyse and describe material
CULLB506B	Catalogue and classify material	CULLB506A	Catalogue and classify material

CULLB701B	Analyse and describe specialist/complex material	CULLB701A	Analyse and describe specialist and/or complex material
CULLB509B	Select and acquire information materials	CULLB509A & CULLB507A	Coordinate selection and acquisition of information Contribute to collection development
CULLB605B	Manage collection development	CULLB605A	Manage collection development
CULLB604B	Manage care and maintenance of the collection	CULLB604A	Manage care and maintenance of the collection
Preventive Conservation			
CULMS009A	Implement preventive conservation activities	CULMS501A	Apply basic preservation techniques
CULMS010A	Contribute to the preservation of cultural material	CULMS601A	Assist the conservator in conserving the collection
Public Programs			
CULMS207B	Assist with the presentation of public activities and events	CULMS207A OR CULLB207A OR CULLB304A	Assist with the presentation of public activities and events Assist with programs, activities and promotion Contribute to promotional programs and activities for clients
CULMS406B	Deliver information, activities and events	CULMS406A CULLB411A	Deliver information, activities and events Provide promotion and programs and activities for clients
CULMS506B	Plan and develop activities, events and programs	CULMS506A	Plan, develop and delivery activities, events and programs

CULLB510B	Develop and maintain community/stakeholder relationships	CULLB510A	Establish and maintain consultation with, and promotion to, client groups
Business Administration and Management			
CULMS609B	Develop policies and strategies	CULMS609A	Develop policies and strategies
Facility Management			
THHGLE16B	Manage physical assets	CULLB513A	Manage maintenance of physical resources and environment
Health, Safety and Security			
CUFSAF01B	Follow health, safety and security procedures	CULMS203A OR CULLB202A OR CULLB409A	Assist in maintaining public areas Assist with the maintenance of service area Maintain service area environment, resources and equipment
CUEOHS01B	Implement workplace health, safety and security procedures		
CUEOHS02B	Establish and maintain a safe and secure workplace		
Human Resources			
BSBHR402A	Recruit and select personnel	CULMS616A	Recruit and select volunteers and paid staff
BSBFLM404A	Lead work teams	CULLB511A	Lead a team
BSBFLM503A	Establish effective workplace relationships	CULLB402A	Contribute to effective working relationships
Industry and Professional Practice			
CUECOR01B	Manage own work and learning	CULLB204A CULLB405A	Manage own work performance and learning Manage own work, development and learning
CUECOR02B	Work with others	CULLB402A OR CULLB301A	Contribute to effective working relationships Participate in a work team
CUEIND03A	Integrate accessibility principles into work practices	CULLB201A &	Assist clients to use an information service effectively
CUECOR03A	Provide quality service to customers		

CUECOR04A	Deal with conflict and resolve complaints	CULLB204A	Manage own work performance and learning
BSBFLM501A	Manage personal work priorities and professional development	CULLB405A	Manage own work development and learning
Marketing			
CUEMAR03B	Undertake marketing activities	CULMS403A CULMS507A CULLB710A	Contribute to the institution's marketing Promote the institution Market the library and library services
Multimedia			
CULLB307B	Use multimedia	CULLB307A	Use multimedia equipment
Research and Innovation			
CUSRAD01A	Collect and organise information	CULLB503A	Organise information for client access
CUSRAD02A	Conduct research	CULLB514A OR CULLB702A OR CULMS617A	Provide assistance for research and projects Collect, analyse and evaluate information Undertake research
Training and Assessment			
BSZ401A	Plan assessment	BSZ401A	Plan assessment (No change)
BSZ402A	Conduct assessment	BSZ402A	Conduct assessment (No change)
BSZ403A	Review assessment	BSZ403A	Review assessment (No change)
BSZ404A	Train small groups	BSZ404A	Train small groups (No change)
BSZ405A	Plan and promote a training program	CULLB502A	Deliver information literacy programs for clients &
BSZ406A	Plan a series of training sessions		
BSZ407A	Deliver training sessions		
BSZ408A	Review training	CULLB703A	Facilitate client learning

Traineeships and Apprenticeships

The following table provides a summary of the qualifications in the Library/Information Services Training Package (CUL04) and the accredited traineeship, apprenticeship and pre-apprenticeship courses they will replace:

Accredited Course	Training Package Qualification
Current qualification	Replacement qualification
Library/Information Services	
Traineeship: Certificate II in Library/Information Services NTIS Code: CUL20199 TAFE Code: C192 Nominal hours: 350 Hours	Certificate II in Library/Information Services NTIS Code: CUL20104 TAFE Code: TBA Nominal hours: 335 Hours
Traineeship: Certificate III in Library/Information Services NTIS Code: CUL30199 TAFE Code: C193 Nominal hours: 600 Hours	Certificate III in Library/Information Services NTIS Code: CUL30104 TAFE Code: TBA Nominal hours: 525 Hours
Traineeship: Certificate IV in Library/Information Services NTIS Code: CUL40199 TAFE Code: C194 Nominal hours: 790	Certificate IV in Library/Information Services NTIS Code: CUL40104 TAFE Code: TBA Nominal hours: 930
Museum Practice	
Traineeship: Certificate II in Museum Practice NTIS Code: CUL20299 TAFE Code: C305 Nominal hours: 210	Certificate II in Museum Practice NTIS Code: CUL20204 TAFE Code: TBA Nominal hours: 240
Traineeship: Certificate III in Museum Practice NTIS Code: CUL30299 TAFE Code: N/A Nominal hours: 205	Certificate III in Museum Practice NTIS Code: CUL30204 TAFE Code: TBA Nominal hours: 360

Alignment between new and existing units of competency

Students transferring from an existing Training package qualification to a replacement Training Package qualification may be granted credit transfer as shown in the tables on the following pages.

The tables may also be used by Registered Training Organisations to identify unit learning resources that will support training delivery. However, the decision to use these unit-based materials as a delivery resource is that of the Registered Training Organisation.

The table identifies:

- Each Unit of Competence
- Nominal hours allocated to each Unit of Competence
- Credit Transfer Status
 - **Full credit** – an exemption can be granted. Please note that currency should be taken into consideration. That is, the assessor should take into account when the unit/s were achieved by the individual applicant and whether or not the learning outcomes are still valid.
 - **Partial credit** – The unit or units listed should be taken into consideration if an applicant is applying for recognition of prior learning (RPL)

Alignment between new and existing units of competency for the Museums & Library/Information Services Training Package

Museums

Unit Code	Unit Title	Hours	Unit Code	Unit Title	Full Credit	Partial Credit
Museums – Specialist Units						
CULMS201B	Develop and apply knowledge of the museum industry	60	CULMS201A	Develop and apply knowledge of the institution	Yes	
CULMS205B	Observe and report basic condition of collection	30	CULMS205A	Observe and report basic condition of collection	Yes	
CULMS003A	Move/Store cultural material	50	CULMS302A CULMS306A	Assist with the movement and storage of objects Transport objects to new locations	Both units required for full credit	
CULMS411B	Prepare display accommodation for cultural material	50	CULMS411A	Provide technical support for the accommodation of objects	Yes	
CULMS412B	Record and maintain collection information	50	CULMS412A	Record and maintain information about the collection	Yes	
CULMS610B	Research, describe and document cultural material	60	CULMS610A CULMS505A	Identify and describe objects Document objects	Both units required for full credit	
CULMS611B	Lend/borrow cultural material	30	CULMS611A	Lend and borrow objects	Yes	
CULMS502B	Acquire/dispose of cultural material	30	CULMS502A	Arrange to acquire or dispose of objects	Both units required for full credit	

			CULMS604A	Co-ordinate the acquisition and disposal of objects		
CULMS605B	Develop and implement procedures for the movement/storage of cultural material	60	CULMS605A CULMS409A	Coordinate the movement and storage of objects and the maintenance of information records Plan and carry out the movement and storage of objects	Both units required for full credit	
CULMS202B	Provide visitors with venue information and assistance	30	CULMS202A	Assist clients to access services and facilities	Yes	
CULMS407B	Install and dismantle exhibition elements	40	CULMS407A	Install and dismantle small exhibitions	Yes	
CULMS504B	Organise and monitor exhibition installation/dismantling	30	CULMS504A	Coordinate installation and dismantling of small exhibitions	Yes	
Specialist units: Cross Sector (Museums & Library/Information Services)						
CULMS009A	Implement preventative conservation activities	60	CULMS501A	Apply basic preservation techniques	Yes	
CULMS010A	Contribute to the preservation of cultural material	60	CULMS601A	Assist the conservator in conserving the collection	Yes	
CULMS207B	Assist with the presentation of public activities and events	50	CULMS207A	Assist with the presentation of public activities and events	Yes	
CULMS406B	Deliver information, activities and events	50	CULMS406A	Deliver information, activities and events	Yes	
CULMS506A	Plan and develop activities, events and programs	60	CULMS506A	Plan, develop and deliver activities, events and programs	Yes	

Cross Sector and Business Support Units						
CULMS609B	Develop policies and strategies	40	CULMS609A	Develop policies and strategies	Yes	
CUEFIN03B	Obtain sponsorship	50	CULMS615A	Pursue and develop sponsorship opportunities	Yes	
CUEOHS02B	Establish and maintain a safe and secure workplace	40	CULMS203A	Assist in maintaining public areas	Yes	
BSBHR402A	Recruit and select personnel	40	CULMS616A	Recruit and select volunteers and paid staff	Yes	
CUEMAR03B	Undertake marketing activities	50	CULMS403A CULMS507A	Contribute to the institution's marketing Promote the institution	Both units required for full credit	
CUSRAD02A	Conduct research	60	CULMS617A	Undertake research	Yes	
WRRS1B	Sell products and services	30	CULMS209A	Provide and sell products and services to visitors	Yes	

Libraries/Information Services

Unit Code	Unit Title	Hours	Unit Code	Unit Title	Full Credit	Partial Credit
Libraries/Information Services – Specialist Units						
CULLB203B	Develop and use information literacy skills	30	CULLB203A CULLB403A	Develop own information literacy skills Develop and apply own information literacy skills	Both units required for full credit	
CULLB602B	Use, evaluate and extend own information literacy skills		CULLB602A	Evaluate and extend own information literacy skills in working with clients	Yes	
CULLB206B	Assist with circulation services	30	CULLB206A	Assist with circulation services	Yes	
CULLB401B	Assist customers to access information	60	CULLB401A	Contribute to client access to information	Yes	
CULLB002A	Obtain information from external and networked services to meet customer needs	60	CULLB306A CULLB410A	Respond to requests from other information providers for material Obtain information resources from remote sources for clients	Both units required for full credit	
CULLB003A	Research and analyse information to meet customer needs	60	CULLB504A	Provide clients with access to required information	Yes	
CULLB508B	Monitor and enhance information access	30	CULLB508A CULLB404A	Develop and improve systems and processes to increase access to information Contribute to structuring bibliographic and other information systems	Yes No	Yes
CULLB708B	Manage information access	60	CULLB708A	Manage information access	Yes	

CULLB205B	Process and maintain information resources	50	CULLB205A	Prepare, process and store resources	Yes	Yes
			CULLB202A	Assist with the maintenance of a service area	No	
CULLB004A	Process information resource orders	50	CULLB303A	Accession and process resources	Either unit required for partial credit	
			CULLB305A	Process orders		
CULLB302B	Use cataloguing tools	50	CULLB302A	Use bibliographic methods	Yes	
CULLB005A	Search databases	50	CULLB404A	Contribute to structuring bibliographic and other information systems	Either unit required for full credit	
			CULLB407A	Use networked services effectively to provide access to information		
CULLB412B	Undertake cataloguing activities	60	CULLB412A	Undertake cataloguing activities	Yes	
CULLB505B	Analyse and describe information materials	40	CULLB505A	Analyse and describe material	Yes	
CULLB506B	Catalogue and classify material	60	CULLB506A	Catalogue and classify material	Yes	
CULLB509A	Select and acquire information materials	30	CULLB509A	Coordinate selection and acquisition of information	Yes	Yes
			CULLB507A	Contribute to collection development	No	
CULLB605B	Manage collection development	60	CULLB605A	Manage collection development	Yes	

CULLB604B	Manage care and maintenance of the collection	60	CULLB604A	Manage care and maintenance of the collection	Yes	
Specialist units: Cross Sector (Museums & Library/Information Services)						
CULMS207B	Assist with the presentation of public activities and events	50	CULLB207A	Assist with programs, activities and promotion	Yes	
CULMS406B	Deliver information, activities and events	40	CULLB411A	Provide promotion and programs and activities for clients	Yes	
CULLB510B	Develop and maintain community/stakeholder relationships	50	CULLB510A	Establish and maintain consultation with, and promotion to, client groups	Yes	
Cross Sector and Business Support Units						
THHGLE16B	Manage physical assets	40	CULLB513A	Manage maintenance of physical resources and environment	Yes	
CUEOHS02B	Establish and maintain a safe and secure workplace	40	CULLB202A	Assist with the maintenance of a service area	No	Yes
BSBFLM404A	Lead work teams	50	CULLB511A	Lead a team	Yes	
BSBFLM502A	Provide leadership in the workplace	60	CULLB501A	Contribute to the organisation and coordination of the work of others	Yes	
BSBFLM503A	Establish effective workplace relationships	60	CULLB402A	Contribute to effective working relationships	No	Yes
CUECOR01B	Manage own work and learning	50	CULLB204A	Manage own work performance and learning	Yes	
CUECOR02B	Work with others	15	CULLB301A CULLB402A	Participate in a work team Contribute to effective working relationships	Both units required for full credit	

CUECOR03A	Provide quality service to customers	50	CULLB201A	Assist clients to use an information service effectively	No	Yes
BSBFLM501A	Manage personal work priorities and professional development	60	CULLB405A	Manage own work, development and learning	Yes	
CULLB307B	Use multimedia	50	CULLB307A	Use multimedia equipment	Yes	
CUSRAD01A	Collect and organise information	15	CULLB503A	Organise information for client access	Yes	
CUSRAD02A	Conduct research	35	CULLB514A	Provide assistance for research and projects	Yes	
BSZ401A	Plan assessment	15	BSZ401A	Plan assessment	Yes	
BSZ402A	Conduct assessment	15	BSZ402A	Conduct assessment	Yes	
BSZ403A	Review assessment	5	BSZ403A	Review assessment	Yes	
BSZ404A	Train small groups	30	BSZ404A	Train small groups	Yes	
BSZ405A	Plan and promote a training program	50	CULLB502A	Deliver information literacy programs for clients	Yes	
BSZ406A	Plan a series of training sessions	30	CULLB502A	Deliver information literacy programs for clients	Yes	
BSZ407A	Deliver training sessions	50	CULLB502A	Deliver information literacy programs for clients	Yes	
BSZ408A	Review training	15	CULLB502A	Deliver information literacy programs for clients	Yes	

Examples of Training Package Programs

Units of competency may be customised so that the tasks involved in demonstrating competence are designed to meet the requirements of an individual enterprise or to satisfy regulations in a particular state or territory.

Each qualification in the Museums and Library/Information Services Training Package (CUL04) may be customised to meet the context in which the training is taking place. A qualification can also be customised to accommodate a learner's chosen career pathway.

The following are examples of suitable training programs for the Museums and Library/Information Services Training Package (CUL04). The models are not intended to be prescriptive but illustrate ways that qualifications can be achieved.

**Training Program 1:
Certificate II in Library/Information Services (CUL20104)**

Qualification Title	Certificate II in Library/Information Services	
Qualification Code	CUL20104	
Qualification Summary	This course will provide you with the practical skills and knowledge to perform a range of mainly routine tasks under direct supervision. It is a flexible entry-level qualification, which can be customised to meet a broad range of industry needs	
Qualification Packaging Rules	Appendix A of Volume 2 of the Training Package, outlines the AQF packaging rules for this qualification	
Unit Code	Unit Title	Nominal Hours
Core Units – complete all 7 of the following:		
CULLB001A	Develop and apply knowledge of the library/information services industry	60
CUFSAF01B	Follow health, safety and security procedures	20
CUECOR03A	Provide quality service to customers	30
BSBCMN205A	Use business technology	30
CULLB203B	Develop and use information literacy skills	60
CULLB205B	Process and maintain information resources	50
CULLB206B	Assist with circulation services	50
Elective Units – Complete 1 other unit from any relevant endorsed training package		
Suggested Specialist Elective Unit at this level:		
CULMS207B	Assist with the presentation of public activities and events	50
TOTAL		350
Other Suggested Elective Units at this level:		
BSBCMN203A	Communicate in the workplace	50
CUSGEN02B	Work in a culturally diverse environment	50

**Training Program 2:
Certificate III in Library & Information Services (CUL30104)**

Qualification Title	Certificate III in Library/Information Services	
Qualification Code	CUL30104	
Qualification Summary	This course will provide you with the practical skills and knowledge to perform a range of skilled tasks under supervision, and to select, adapt and transfer skills to different situations, in a library setting	
Qualification Packaging Rules	Appendix A of Volume 2 of the Training Package outlines the AQF packaging rules for this qualification	
Unit Code	Unit Title	Nominal Hours
Core Units – complete all 9 of the following:		
CULLB001A	Develop and apply knowledge of the library/information services industry	60
CUFSAF01B	Follow health, safety and security procedures	20
CUECOR03A	Provide quality service to customers	30
BSBCMN205A	Use business technology	30
CULLB203B	Develop and use information literacy skills	60
CULLB205B	Process and maintain information resources	50
CULLB206B	Assist with circulation services	50
CULLB307B	Use multimedia	50
CULLB302B	Use cataloguing tools	50
Elective Units – complete 3 other units with at least 1 from one or more of the following areas of the Museums and Library/Information Training Package: Information Organisation and Management; Library Customer Service; Public Programs; Information and Computer Technology; Multimedia		
Remaining units may be selected from any relevant endorsed training package		
Suggested Specialist Elective Units at this level:		
CULLB004A	Process information orders	50
CULLB005A	Search databases	50
ICAITU006C	Operate computing packages	50
TOTAL		550

**Training Program 3:
Certificate IV in Library/Information Services (CUL40104)**

Qualification Title	Certificate IV in Library/Information Services	
Qualification Code	CUL40104	
Qualification Summary	This course will provide you with the practical skills and knowledge to perform a broad range of technical skills, under limited supervision, in a library	
Qualification Packaging Rules	Appendix A of Volume 2 of the Training Package outlines the AQF packaging rules for this qualification	
Unit Code	Unit Title	Nominal Hours
Core Units – complete all 10 of the following:		
CULLB001A	Develop and apply knowledge of the library/information services industry	60
CUEOHS01B	Implement workplace health, safety and security procedures	40
BSBFLM404A	Lead work teams	30
CULLB602B	Use, evaluate and extend own information literacy skills	80
CULLB401B	Assist customers to access information	60
ICAITU006C	Operate computing packages	50
CULLB302B	Use cataloguing tools	50
CULLB412B	Undertake cataloguing activities	60
CULLB002A	Obtain information from external and networked sources to meet customer needs	60
CULLB005A	Search databases	50
Elective Units – complete 6 other units with at least 3 from one or more of the following areas of the Museum and Library/Information Services Training Package: Information Organisation and Management; Library Customer Service; Public Programs; Preventative Conservation; Multimedia; Information and Computer Technology; Recordkeeping		
Remaining units may be selected from any relevant endorsed Training Package		
Suggested Specialist Elective Units at this level:		
CULLB003A	Research and analyse information to meet customer needs	60
BSZ404A	Train small groups	30
BSBADM403A	Develop and use complex databases	60
CUFMEM12A	Update web pages	50
CULLB508B	Monitor and enhance information access	30
CULMS013A	Implement facility maintenance programs	30
TOTAL		790

Training Program 4: Diploma of Library/Information Services (CUL50104)

Qualification Title	Diploma of Library/Information Services	
Qualification Code	CUL50104	
Qualification Summary	This course will provide you with the practical skills and knowledge to plan, carry out and evaluate required tasks in a library	
Qualification Packaging Rules	Appendix A of Volume 2 of the Training Package outlines AQF Packaging rules for this qualification	
Unit Code	Unit Title	Nominal Hours
Foundation Units – see Appendix 1. Total nominal hours of foundation units = 830		
Core Units – complete all 10 of the following:		
CUEOHS01B	Implement workplace health, safety and security procedures	40
CULLB602B	Use, evaluate and extend own information literacy skills	80
CULLB412B	Undertake cataloguing activities	60
CULLB002A	Obtain information from external and networked sources to meet customer needs	60
BSBFLM503A	Establish effective workplace relationships	30
CULLB506B	Catalogue and classify material	60
CULLB003A	Research and analyse information to meet customer needs	60
CULLB508B	Monitor and enhance information access	30
CULLB509B	Select and acquire information materials	30
BSZ404A	Train small groups	20
Elective Units – complete 8 other units with at least 3 from one or more of the following areas of the Museum and Library/Information Services Training Package: Library Practice; Information Organisation and Management; Library Customer Service; Preventative Conservation; Public Programs; Multimedia; Information and Computer Technology; Recordkeeping		
Remaining units may be selected from any relevant endorsed Training Package		
Suggested Specialist Elective Units at this level:		
CUFIMA01A	Produce and manipulate digital images	40
ICPMM65DA	Create web pages with multimedia	40
CUVADM05A	Plan and develop information management systems	40
CUSADM03A	Manage a project	40
CUETEM09A	Manage diversity	40
CUEFIN02B	Manage a budget	40
CULMS609A	Develop policies and strategies	40
ICAITU126B	Use advanced features of computer applications	40
TOTAL		1620

Training Program 5: Advanced Diploma of Library/Information Services (CUL60104)

Qualification Title	Advanced Diploma of Library/Information Services	
Qualification Code	CUL60104	
Qualification Summary	This course will provide you with the practical skills and knowledge to analyse, diagnose, design and execute judgements across a broad range of technical or management functions in a library, at library technician level	
Qualification Packaging Rules	Appendix A of Volume 2 of the Training Package outlines the AQF packaging rules for this qualification	
Unit Code	Unit Title	Nominal Hours
Core Units – complete all 13 of the following:		
CULLB001A	Develop and apply knowledge of the library/information services industry	60
CUEOHS01B	Implement workplace health, safety and security procedures	40
BSBFLM503B	Establish effective workplace relationships	30
CULLB506B	Catalogue and classify material	60
CULLB003A	Research and analyse information to meet customer needs	60
CULLB508B	Monitor and enhance information access	30
CUEFIN02B	Manage a budget	40
CULLB505B	Analyse and describe information materials	40
CUVADM05A	Plan and develop information management systems	40
CULMS506B	Plan and develop activities, events and programs	40
CULLB510B	Develop and maintain community/stakeholder relationships	50
CULLB708B	Manage information access	60
CULLB701B	Analyse and describe specialist/complex material	60
<p>Elective Units – complete 8 other units with at least 4 from one or more of the following areas of the Museum and Library/Information Services Training Package: Information Organisation and Management; Library Customer Service; Preventative Conservation; Multimedia; Information and Computer Technology; Recordkeeping; Business Administration and Management; Finance; Human Resources.</p> <p>Remaining units may be selected from any relevant endorsed Training Package</p>		
CUEFIN01B	Develop a budget	60
CUSADM09A	Address legal and administrative requirements	60
CUSADM06A	Develop and implement an operational plan	60
THHGLE22A	Manage risk	60
SRXHRM001B	Manage volunteers	60
CUETEM09A	Manage diversity	60
BSBMGT612A	Plan and implement a knowledge management system	60
CUVICS06A	Create an innovative work environment	60
TOTAL		1060

Training Program 6:
Certificate II in Museum Practice (CUL20204)

Qualification Title	Certificate II in Museum Practice	
Qualification Code	CUL20204	
Qualification Summary	This course will provide you with the practical skills and knowledge to perform a range of mainly routine tasks under direct supervision. It is a flexible entry-level qualification, which can be customised to meet a broad range of industry needs	
Qualification Packaging Rules	Appendix A of Volume 2 of the Training Package, outlines the AQF packaging rules for this qualification	
Unit Code	Unit Title	Nominal Hours
Core Units – complete all 4 of the following:		
CULMS201B	Develop and apply knowledge of the museum industry	60
CUECOR02B	Work with others	20
CUFSAF01B	Follow health, safety and security procedures	20
CULMS205B	Observe and report basic condition of collection	30
Elective Units – Complete 3 other units from any relevant endorsed training package - with at least 1 from the Museum and Library/Information Services Training Package		
Suggested Specialist Elective Units at this level:		
CULMS202B	Provide visitors with venue information and assistance	30
CUECOR03A	Provide quality service to customers	30
CULMS207B	Assist with the presentation of public activities and events	50
TOTAL		240

Training Program 7: Certificate III in Museum Practice (CUL30204)

Qualification Title	Certificate III in Museum Practice	
Qualification Code	CUL30204	
Qualification Summary	This course will provide you with the practical skills and knowledge to perform a range of skilled tasks in museums under supervision, and to select, adapt and transfer skills to different situations	
Qualification Packaging Rules	Appendix A of Volume 2 of the Training Package outlines the AQF packaging rules for this qualification	
Unit Code	Unit Title	Nominal Hours
Core Units – complete all 4 of the following:		
CULMS201B	Develop and apply knowledge of museum industry	60
CUECOR02B	Work with others	20
CUFSAF01B	Follow health, safety and security procedures	20
CULMS205B	Observe and report basic condition of collection	30
Complete 6 other units with at least 3 from one or more of the following areas of the Museum and Library/Information Services Training Package:		
<ul style="list-style-type: none"> • Collection Management • Public Programs • Education and Visitor Services • Aboriginal or Torres Strait Islander Museum Practice 		
Suggested Specialist Elective Units at this level:		
THTFAT03B	Provide a site briefing or scripted commentary	50
CULMS406B	Deliver information, activities and events	50
CUECOR03A	Provide quality service to customers	30
THTFTG07B	Research and share general information on Australian indigenous culture	50
WRRS1B	Sell products and services	30
WRRCS2B	Apply point of sale handling procedures	20
TOTAL		360

**Training Program 8:
Certificate IV in Museum Practice (CUL40204)**

Qualification Title	Certificate IV in Museum Practice	
Qualification Code	CUL40204	
Qualification Summary	Successful completion of this course will enable you to apply a broad range of skills, including evaluation and planning, in a museum	
Qualification Packaging Rules	Appendix A of Volume 2 of the Training Package outlines the AQF packaging rules for this qualification	
Unit Code	Unit Title	Nominal Hours
Core Units – complete all 4 of the following:		
CULMS201B	Develop and apply knowledge of the museum industry	60
CUE0HS01B	Implement workplace health, safety and security procedures	40
BSBFLM404A	Lead work teams	30
CULMS009A	Implement preventive conservation activities	40
Complete 9 other units with at least 5 from one or more of the following areas of the Museum and Library/Information Services Training Package:		
<ul style="list-style-type: none"> • Collection Management • Preventive Conservation • Public Programs • Education and Visitor Services • Exhibition Development and Management • Aboriginal or Torres Strait Islander Museum Practice • Arts Administration and Management • Facility Management • Marketing • Multimedia 		
Suggested Specialist Elective Units at this level:		
CULMS003A	Move and store cultural material	50
CULMS411B	Prepare display accommodation for cultural material	50
CULMS412B	Record and maintain collection information	50
BSBADM305A	Create and use databases	40
CULMS205B	Observe and report basic condition of collection	50
CULMS502B	Acquire/dispose of cultural material	50
CULMS605B	Develop and implement procedures for the movement/storage of cultural material	50
CUSGEN02B	Work in a culturally diverse environment	40
CULMS406B	Deliver information, activities and events	50
TOTAL		600

Training Program 9: Diploma of Museum Practice (CUL50204)

Qualification Title	Diploma of Museum Practice	
Qualification Code	CUL50204	
Qualification Summary	This course will provide you with a range of specialised, technical and managerial skills to plan, carry out and evaluate the work of self and/or team, in a museum	
Qualification Packaging Rules	Appendix A of Volume 2 of the Training Package outlines AQF Packaging rules for this qualification	
Unit Code	Unit Title	Nominal Hours
Core Units – complete all 7 of the following:		
CULMS201B	Develop and apply knowledge of the museum industry	60
CUEOHS02B	Establish and maintain a safe and secure workplace	40
BSBFLM503A	Establish effective workplace relationships	30
CULLB510B	Develop and maintain community/stakeholder relationships	50
THHGLE22A	Manage risk	60
CUEFIN02B	Manage a budget	40
CULMS009A	Implement preventive conservation activities	40
Complete 10 other units with at least 7 from one or more of the following areas of the Museum and Library/Information Services Training Package:		
<ul style="list-style-type: none"> • Collection Management • Public Programs • Preventive Conservation • Education and Visitor Services • Exhibition Development and Management • Aboriginal or Torres Strait Islander Museum Practice • Arts Administration and Management • Event Management • Facility Management 		
Suggested Specialist Elective Units at this level:		
CULMS610B	Research, describe and document cultural material	60
CULMS611B	Lend/borrow cultural material	30
CULMS502B	Acquire/dispose of cultural material	30
CULMS605B	Develop and implement procedures for the movement/storage of cultural material	60
CULMS506B	Plan and develop activities, events and programs	60
CULMS011A	Develop a disaster preparedness plan	40
THHGLE12B	Develop and manage marketing strategies	60
CULMS609B	Develop policies and strategies	40
CUSADM06A	Develop and implement an operational plan	60
CUEFIN01B	Develop a budget	60
TOTAL		830

Training Program 10: Advanced Diploma of Museum Practice (CUL60204)

Qualification Title	Advanced Diploma of Museum Practice	
Qualification Code	CUL60204	
Qualification Summary	This course will provide you with the practical skills and knowledge to analyse, diagnose, design and execute judgements across a broad range of technical or management functions in a museum	
Qualification Packaging Rules	Appendix A of Volume 2 of the Training Package outlines the AQF packaging rules for this qualification	
Unit Code	Unit Title	Nominal Hours
Core Units – complete all 10 of the following:		
CULMS201B	Develop and apply knowledge of the museum industry	60
CUEOHS02B	Establish and maintain a safe and secure workplace	40
BSBFLM503A	Establish effective workplace relationships	30
THHGLE22A	Manage risk	60
CULLB510B	Develop and maintain community/stakeholder relationships	50
CUVCON06A	Develop concepts for arts organisations or projects	60
CUEFIN02B	Manage a budget	40
CUEFIN01B	Develop a budget	60
CUSADM06A	Develop and implement an operational plan	60
CUSADM09A	Address legal and administrative requirements	60
Complete 12 other units with at least 7 from one or more of the following areas of the Museum and Library/Information Services Training Package:		
<ul style="list-style-type: none"> • Collection Management • Public Programs • Preventive Conservation • Education and Visitor Services • Exhibition Development and Management • Aboriginal or Torres Strait Islander Museum Practice • Arts Administration and Management • Event Management • Facility Management • Marketing • Multimedia 		
Remaining units may be selected from any relevant endorsed Training Package		
CULMS611B	Lend/borrow cultural material	30
CULMS502B	Acquire/dispose of cultural material	30
CULMS605B	Develop and implement procedures for the movement/storage of cultural material	60
CULMS609B	Develop policies and strategies	40
THHGLE12B	Develop and manage marketing strategies	60
THTSMA01B	Coordinate the production of brochures and marketing materials	60
CUVADM08A	Develop and manage public relations strategies	60
CUSADM06A	Develop and implement an operational plan	60
CUSADM05A	Develop and implement a business/strategic plan	60
CUSADM04A	Manage a major project	80
CUSADM08A	Address copyright requirements	30
CUETEM09A	Manage diversity	60
TOTAL		1150