

CCSCV9 SQA Unit Code H8YA 04

Catalogue objects and collections within a cultural venue



Overview

This unit is for those who record information to enter into archives, catalogues and index systems. It is important that this is achieved through the correct application of the organisation's documentation procedures. This unit covers collecting information and entering it onto the documentation system (either manual or computerised).

You will be required to demonstrate the ability to be proactive in the workplace.

**Performance
criteria**

You must be able to:

- P1 access the sources of information according to agreed procedures
- P2 collect information in line with the requirements of the analysis
- P3 apply information collection methods effectively and consistently
- P4 protect the information sources according to agreed procedures
- P5 identify any problems with the collection of information and take appropriate action to deal with them
- P6 record the information accurately in an appropriate information system
- P7 comply with all relevant legislation, codes of practice, standards, procedures, and guidelines
- P8 ensure that appropriate and valid procedures for obtaining, selecting, classifying and recording information are identified and agreed with the relevant manager
- P9 ensure that relevant sources for the information required are identified and the necessary information is obtained
- P10 ensure that information received is assessed for its relevance and use and information, which meets the requirements of the system, is appropriately categorised against the selected classification
- P11 record and store information using accepted formats, systems and procedures
- P12 ensure that methods for control of and access to the information system, which maximise the utility of the system and maintain openness or confidentiality, are identified and agreed with the relevant people

Knowledge and understanding

You need to know and understand:

- K1 the agreed procedures for accessing information
- K2 the information collection procedures required
- K3 why it is important to apply the collection methods effectively and consistently
- K4 the consequences of not applying the collection methods effectively and consistently
- K5 what types of problem could occur
- K6 what actions could be taken for different types of problem
- K7 what are the systems for recording information
- K8 why it is important to use the systems
- K9 the procedures relating to the use of the systems
- K10 the relevant national, local, professional, and organisational requirements relating to intelligence analysis
- K11 why it is important to comply with different requirements
- K12 the consequences of not complying with different requirements
- K13 how to identify and agree appropriate and valid procedures for obtaining, selecting, classifying and recording information
- K14 how to source the information required
- K15 how to assess, categorise, classify records and store information
- K16 how to identify and agree methods for control and access to information systems which maximise utility
- K17 the formats, systems and recording procedures for classifying and recording information
- K18 the methods for control and access

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Suite Cultural Venue Operations

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