

Unit AG2 Prepare the accommodation of items

Elements

AG2.1 Identify the accommodation requirements of items

AG2.2 Organise the preparation of facilities to accommodate items

Unit Commentary

This unit is for archaeologists who need accommodation for items for a range of reasons, e.g. research, display, or conservation. It is for people who have responsibility within organisations to determine how accommodation allocated to them will be organised.

The accommodation for items has to be prepared so that the items can be displayed, stored or used, for example for research. This requires a specification of the accommodation requirements of items, and then the preparation of the accommodation has to be organised to ensure that the specification is achieved. This unit covers identifying the accommodation requirements and organising the preparation of the facilities.

AG2 Prepare the accommodation of items

AG2.1 Identify the accommodation requirements of items

Performance Required

This will involve:

- a) Identifying, assessing and accurately recording the **needs of users** and the way the item is likely to be used
- b) Ensuring the proposed arrangements take full account of technical and resource constraints
- c) Consulting with specialists where necessary to determine the conservation and security needs of items
- d) Identifying the environmental conditions necessary to maintain the condition of items
- e) Identifying accurately the space requirements of the existing and potential collection
- f) Identifying a preferred option to meet requirements and ensuring the specification contains sufficient detail for work to proceed
- g) Assessing and implement documentation requirements

Occupational Context

- 1 Needs of users**
 - physical access
 - intellectual access
 - access to documentation
- 2 Accommodation requirements**
 - floor space
 - services
 - equipment
 - power
- 3 Protecting items against**
 - extremes of temperature
 - humidity
 - light
 - theft
 - damage

Knowledge Requirements

You need to know and understand how to:

- Assess the existing space requirements of the collection
- Select a preferred option, including the criteria for selection
- Draw up a specification of the work that is needed

You need to know about:

- Who are the different users of the items
- What handling procedures and equipment might be required
- The technical and resource constraints affecting the work
- The types of environmental conditions that have to be considered
- How space requirements differ according to the use of items
- The protection requirements of the items
- Why it is important to confirm conclusions with specialists

AG2 Prepare the accommodation of items

AG2.1 Identify the accommodation requirements of items

Required Skills

You should demonstrate:

- How to identify and assess the needs of users and the way the item is likely to be used
- How to specify environmental conditions
- Calculate space requirements

Evidence Required

You should provide evidence that you can identify the accommodation requirements of items

The candidate should be questioned, based upon the documentation provided, to explore how they:
Identify the accommodation requirements of items

Evidence Rules

The candidate should have been involved in organising the preparation of facilities to accommodate items on at least 2 occasions

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AG2.2 Organise the preparation of facilities to accommodate items

Performance Required

This will involve:

- a) Identifying and obtaining the resources that are necessary to prepare the facilities
- b) Checking that the **components** installed during the preparation of facilities meet specifications and are suitable for the items
- c) Consulting with specialists where necessary to determine the conservation needs of items
- d) Confirming that none of the materials used in the installation pose a threat to the items
- e) Preparing the facilities according to the specified requirements and completing them according to the agreed timescales and budgets
- f) Seeking and proposing alternative solutions where the requirements for access, environmental monitoring or security of items cannot be met
- g) Recording information relating to the preparation of facilities accurately and passing it to the appropriate people

Occupational Context

1 Components

- displays
- supports
- furniture
- fittings
- lighting
- heating
- access to and use of immediate area

Knowledge Requirements

You need to know and understand how to:

- Identify and obtain resources for the activity
- Assess whether facilities meet the specification

You need to know about:

- How much information on objectives is needed by others
- The specifications for the facilities
- What components should be installed in the location
- The threats to the item from materials, and how these can be avoided
- The agreed timescales and budgets
- Where relevant specialist help may be found
- What information is needed by others
- The health and safety requirements relating to the accommodation of items

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AG2.2 Organise the preparation of facilities to accommodate items

Required Skills

You should demonstrate:

- Budgeting
- Scheduling
- How to devise alternative solutions where requirements for access, monitoring or security cannot be met

Evidence Required

You should provide evidence that you can organise the preparation of facilities to accommodate items

The candidate should be questioned, based upon the documentation provided, to explore how they: supervise the preparation of facilities to accommodate items.

Evidence Rules

The candidate should have been involved in organising the preparation of facilities to accommodate items on at least 2 occasions