Australian Government

Department of Education, Employment and Workplace Relations

CULLB509C Select and acquire information materials

Revision Number: 1

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Modification History

Not applicable.

Unit Descriptor

Unit descriptor	This unit describes the performance outcomes, skills and knowledge required to coordinate information selection and acquisition for an information services provider.
	No licensing, legislative, regulatory or certification requirements apply to this unit at the time of endorsement.

Application of the Unit

Application of the unit	This unit applies to individuals working in any information services context who select and acquire materials for a small collection, or a limited part of a large collection. The unit requires application of significant judgement and collection knowledge in relation to the assessment of information materials for acquisition, plus a good understanding of supply sources.
	Work is undertaken autonomously, often by those with supervisory or management responsibilities.

Licensing/Regulatory Information

Not applicable.

Pre-Requisites

Prerequisite units	Nil

Employability Skills Information

Employability Skills   The required outcomes described in this unit of competency contain applicable facets of Employability Skills. The Employability Skills Summary for the qualification in which this unit of competency is packaged, will assist in identifying Employability Skills requirements.

Elements and Performance Criteria Pre-Content

Elements describe the essential outcomes of a unit of competency.

Performance criteria describe the performance needed to demonstrate achievement of the element. Where bold italicised text is used, further information is detailed in the required skills and knowledge section and the range statement. Assessment of performance is to be consistent with the evidence guide.

Elements and Performance Criteria

ELEMENT	PERFORMANCE CRITERIA	
1 Review collection	1.1	Maintain data on trends relevant to customer needs, available information and alternative *formats*
	1.2	Take action on *policy issues* within area of responsibility and make recommendations to appropriate person/s on selection and acquisition of information
2 Develop/assess acquisition recommendations	2.1	Develop proposals based on own knowledge of customer group/s, usage patterns, specific requests and other available material
	2.2	Assess own or others' proposals in accordance with organisational collection management policies
	2.3	Assess proposals for their impact on the collection, and on the balance of in-house collection and information from remote sources

ELEMENT	PERFORMANCE CRITERIA
	2.4 Assess proposals in relation to identified customer needs and requirements
	2.5 Identify and access resource implications of proposals
	2.6 Prioritise proposals based on reasoned analysis of all factors
3 Assess qualities of recommended acquisitions	3.1 Gather and examine all appropriate information about material to be acquired
	3.2 Assess where relevant, physical durability of material against likely levels and types of usage
	3.3 Identify and evaluate alternative formats in relation to usage patterns and cost
	3.4 Assess suitability of material for potential customers
4 Review supplier and format options	4.1 Maintain awareness of the *capacity of suppliers to meet specific information needs*
	4.2 Select format in relation to ease of access, resource implications and suitability for customer requirements
	4.3 Negotiate with suppliers to maximise cost saving opportunities for the organisation within scope of individual responsibility
	4.4 Select suppliers based on ability to meet needs and in accordance with organisational policies
5 Recommend and/or act on selections	5.1 Make final recommendations for acquisitions in accordance with organisational procedures or allocate resources for purchase depending on scope of individual responsibility
	5.2 Implement administrative procedures for acquisition of material in accordance with organisational requirements

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ELEMENT	PERFORMANCE CRITERIA

Required Skills and Knowledge

Required Skills and knowledge

This section describes the skills and knowledge required for this unit.

Required skills

- research skills to source information from a wide range of sources and maintain trend data
- communication skills to negotiate costs with suppliers
- planning and organisational skills to administer acquisition procedures
- literacy skills to analyse a wide range of information dealing with varied and complex concepts, and to develop proposals dealing with those concepts
- numeracy skills to make budget estimates and to negotiate costs.

Required knowledge

- features of typical collection management policies and procedures
- role and scope of responsibility of different staff in the acquisition process
- ways of acquiring and maintaining data on current usage patterns
- different formats of information materials, their cost and usage implications
- supply sources for different types of information materials, including those for specialised or rare materials
- copyright, moral rights and intellectual property legislation and issues that impact on acquisition of materials
- cultural issues and protocols that impact on acquisition of materials.

Evidence Guide

EVIDENCE GUIDE

The Evidence Guide provides advice on assessment and must be read in conjunction with the performance criteria, required skills and knowledge, range statement and the Assessment Guidelines for the Training Package.

Critical aspects for assessment and evidence required to demonstrate competency in this unit	Evidence of the following is essential: • detailed knowledge of acquisition procedures and policies • ability to develop/assess acquisition recommendations which respond to organisational and customer needs • practical demonstration of skills through the development of acquisition recommendations for a specific collection and workplace context.
Context of and specific resources for assessment	Assessment must ensure: • use of current industry systems • access to strategic plans and relevant policies and procedures manuals • access to suppliers' lists and publishers' information.
Method of assessment	A range of assessment methods should be used to assess practical skills and knowledge. The following examples are appropriate for this unit: • direct questioning combined with review of portfolios of evidence and third party workplace reports of on-the-job performance by the candidate • evaluation of acquisition recommendations prepared/assessed by the candidate • evaluation of candidate's response to different collection scenarios to assess ability to make acquisition recommendations to address particular workplace situations. Holistic assessment with other units relevant to the industry sector, workplace and job role is

EVIDENCE GUIDE

recommended, for example:

- other collection management units.

Range Statement

RANGE STATEMENT

The range statement relates to the unit of competency as a whole. It allows for different work environments and situations that may affect performance. Bold italicised wording, if used in the performance criteria, is detailed below. Essential operating conditions that may be present with training and assessment (depending on the work situation, needs of the candidate, accessibility of the item, and local industry and regional contexts) may also be included.

Formats may include:	- print - audio-visual - CD-ROM - Microform - multimedia - optical disks or formats
Policy issues may relate to:	- allocation of funding across the general collection - suppliers - format of materials - collection development - cultural considerations - copyright, moral rights and intellectual property
Capacity of suppliers to meet specific information needs may relate to:	- quality of service - availability of discounts or suitable deals - range of information supplied

Unit Sector(s)

Not applicable.

Competency field

Competency field   Information Organisation and Management