



Australian Government

BSBINS301 Develop and use information literacy skills

Release: 1

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Modification History

Release	Comments
Release 1	This version first released with BSB Business Services Training Package Version 7.0.

Application

This unit describes the skills and knowledge required to define, locate, select, evaluate and present information in response to identified needs.

The unit applies to individuals in the library and information services sector. At this level, work is usually undertaken under supervision, though some autonomy and judgement can be expected within established parameters.

No licensing, legislative or certification requirements apply to this unit at the time of publication.

Unit Sector

Technical Skills – Information Services

Elements and Performance Criteria

ELEMENT	PERFORMANCE CRITERIA
<i>Elements describe the essential outcomes.</i>	<i>Performance criteria describe the performance needed to demonstrate achievement of the element.</i>
1. Source information to meet specific needs	1.1 Determine nature of information needs 1.2 Confirm purpose of and outcomes required from, information searches 1.3 Identify range of sources of information 1.4 Use basic search strategies to locate relevant information
2. Evaluate information against needs	2.1 Assess search results and located information and adjust search strategies as necessary 2.2 Review search results and select relevant information to meet requirements
3. Prepare and present information to meet	3.1 Prepare results of information searches according to organisational procedures

ELEMENT	PERFORMANCE CRITERIA
needs	3.2 Present information in a format that meets the purpose
4. Develop own information literacy skills	4.1 Evaluate own information literacy skills based on feedback from relevant stakeholders 4.2 Identify opportunities to develop own information literacy skills based on evaluation

Foundation Skills

This section describes those language, literacy, numeracy and employment skills that are essential to performance but not explicit in the performance criteria.

Skill	Description
Learning	• Uses feedback from others to review own skills and seek development opportunities
Reading	• Comprehends and interprets instructions and identifies, interprets relevant information from a variety of sources
Writing	• Summarises material using appropriate vocabulary, grammar and text that is suitable for the audience and purpose; conveying ideas clearly, concisely and coherently
Oral Communication	• Comprehends verbal instructions, directions and requests through active listening and asking relevant questions to aid understanding; and conveys ideas and information clearly and succinctly
Self-management	• Takes responsibility for planning, sequencing and prioritising tasks and own workload for efficiency and effective outcomes
Teamwork	• Cooperates with others and contributes to work practices to meet planned outcomes and deadlines
Technology	• Uses digital technology for basic reading, recording and searching information, and for communications following routine procedures

Unit Mapping Information

Supersedes and is equivalent to BSBLIB304 Develop and use information literacy skills.

Links

Companion Volume Implementation Guide is found on VETNet -

<https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=11ef6853-ceed-4ba7-9d87-4da407e23c10>