Assessment Requirements for BSBINS305 Participate in cataloguing activities

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.

Performance Evidence

The candidate must demonstrate the ability to complete the tasks outlined in the elements, performance criteria and foundation skills of this unit, including evidence of the ability to:

- select, search, and retrieve relevant bibliographic record on at least five occasions.

In the course of the above, the candidate must:

- use current industry systems, technologies and conventions
- apply cataloguing standards.

Knowledge Evidence

The candidate must be able to demonstrate knowledge to complete the tasks outlined in the elements, performance criteria and foundation skills of this unit, including knowledge of:

- cataloguing standards and organisational policies and procedures
- common cataloguing tools used in libraries and information services endorsed by relevant committee or similar
- application of tools to different areas of work
- key components and structure of bibliographic records
- key features of classification and subject heading schemes.

Assessment Conditions

Skills in this unit must be demonstrated in a workplace or simulated environment where the conditions are typical of those in a working environment in this industry.

This includes access to:

- special purpose tools, equipment, materials and industry software packages relevant to performance evidence
- current cataloguing rules, technologies and systems
- standards and organisational policies and procedures documents relevant to cataloguing activities.

Assessors of this unit must satisfy the requirements for assessors in applicable vocational education and training legislation, frameworks and/or standards.

Links

Companion Volume Implementation Guide is found on VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=11ef6853-ceed-4ba7-9d87-4da407e23c10