



Australian Government

**Assessment Requirements for BSBINS403
Obtain information from external and
networked sources**

Release: 1

Assessment Requirements for BSBINS403 Obtain information from external and networked sources

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:

- respond to a request for an inter-library loan
- respond to a request for a document delivery
- request an inter-library loan
- request a document delivery.

In the course of the above, the candidate must:

- communicate effectively and efficiently with relevant stakeholders
- use external sources and bibliographic tools, including electronic sources, to obtain different types of information
- search external sources effectively to meet a range of different information needs.

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:

- key components of bibliographic records
- key features of copyright legislation relevant to inter-library loans and document delivery
- relevant external sources of information
- common information services networks that facilitate access to external sources
- common interlibrary lending policies and standards, and codes.

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:

- a range of library and information services and resources
- industry-current information technologies
- policies, procedures and documents on accessing external sources of information
- special purpose equipment, materials and industry software packages.

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>