



**Australian Government**

# **BSBINS407 Consolidate and maintain library industry knowledge**

**Release: 1**

# BSBINS407 Consolidate and maintain library industry knowledge

## 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 develop, apply and maintain currency of knowledge relevant to the library industry.

The unit applies to individuals working in organisations providing library services, and who work autonomously according to established procedures.

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. Undertake industry research	1.1 Use a variety of sources of information to research industry developments and their impact on current work practices 1.2 Collect information on the role and significance of library industry to relevant communities 1.3 Identify similarities and differences between industry organisations 1.4 Identify roles of relevant peak professional associations and industry bodies
2. Source and apply information about trends	2.1 Research current and emerging technologies and their potential application in the workplace 2.2 Source and monitor information about career opportunities and employment conditions 2.3 Distribute information about key issues and trends, and

ELEMENT	PERFORMANCE CRITERIA
	emerging technologies to relevant stakeholders

## 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
Reading	<ul style="list-style-type: none"> <li>Identifies, analyses and evaluates complex text to determine legislative, regulatory and business requirements</li> <li>Researches and interprets information from various sources and synthesises ideas and concepts</li> </ul>
Writing	<ul style="list-style-type: none"> <li>Develops material to a specific audience using clear and detailed language to convey explicit information, requirements and recommendations</li> </ul>
Oral Communication	<ul style="list-style-type: none"> <li>Elicits views and opinions of others by listening and questioning</li> </ul>
Planning and organising	<ul style="list-style-type: none"> <li>Organises, plans and sequences own workload</li> </ul>
Teamwork	<ul style="list-style-type: none"> <li>Cooperates with others and contributes to work group discussions</li> </ul>
Technology	<ul style="list-style-type: none"> <li>Uses a range of digitally based technologies to access, extract and share relevant information to achieve required outcomes</li> </ul>

## Unit Mapping Information

Supersedes and is equivalent to BSBLIB402 Consolidate and maintain industry knowledge.

## Links

Companion Volume Implementation Guide is found on VETNet -

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