



Australian Government

BSBINS509 Promote literature and reading

Release: 1

BSBINS509 Promote literature and reading

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 research and implement strategies that encourage and enhance literature and reading in a wide variety of contexts. Particular emphasis is on improving the literacy of customers by creating environments that provide access to relevant and attractive reading material in a variety of formats to suit a range of ages, reading levels and needs.

The unit applies to individuals responsible for promoting literature and reading to clients as a way of meeting their needs. It applies in many industries, including libraries, information and cultural services, community services and health. Work is undertaken with limited supervision according to organisational guidelines.

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. Maintain knowledge about literature and reading	1.1 Research promotion of literature and reading, and research its importance to society 1.2 Recognise reading levels and interests of various customer groups 1.3 Source reviews about relevant literature from a range of sources 1.4 Identify classification systems and shelving options for literary works and literary information for a range of formats 1.5 Update own knowledge of a broad range of literary works,

ELEMENT	PERFORMANCE CRITERIA
	publishing trends and formats 1.6 Share information collected on literary works, trends and formats with colleagues
2. Implement a range of strategies to promote literature and reading	2.1 Research methods used to organise and access literature collections 2.2 Develop own strategies to promote literature and reading and use current or emerging technologies 2.3 Interview and provide advice to customers to meet their literature and reading needs 2.4 Source information from a variety of sources to meet customer literature requests 2.5 Identify and assess strategies used by organisations to promote reading, and adapt as required for the organisation
3. Monitor and evaluate effectiveness of strategies to promote literature and reading	3.1 Monitor feedback of strategies implemented to promote literature and reading 3.2 Suggest methods to determine the effectiveness of strategies used to promote literature and reading 3.3 Recommend changes to strategies in response to evaluation of feedback

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
Writing	Uses written text to develop hypotheses, explore complex issues, plan and problem-solve, as well as a functional tool to maintain records, share information and provide advice
Oral Communication	- Utilises a range of oral structures to convey precise meaning - Adapts language to audience, context and purpose
Initiative and enterprise	- Seeks to improve policies and procedures to better meet organisational goals - Uses analytical and lateral thinking to review current practices and develop new or improved processes, models and services
Teamwork	Cooperates with others and contributes to work practices where joint outcomes are expected
Technology	Uses a range of digitally based technology and applications to access and filter data, and then extract, organise, integrate and share relevant

Skill	Description
	information
Planning and organising	• Takes responsibility for planning, sequencing and prioritising tasks and own workload for efficiency and effective outcomes

Unit Mapping Information

Supersedes and is equivalent to BSBLIB507 Promote literature and reading.

Links

Companion Volume Implementation Guide is found on VETNet -

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