



Australian Government

Assessment Requirements for BSBINS515 Participate in archiving 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:

- analyse archiving requirements, survey, arrange, describe, store, and use archives according to organisational policies and procedures on at least two occasions.

In the course of the above, the candidate must:

- identify materials as archives according to analysis
- assess size and scope of materials in archival custody
- consult with relevant stakeholders.

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 aspects of legislation, regulations and organisational policies and procedures relevant to archiving
- required methods for describing collections
- methods for analysing materials
- key considerations when migrating digital records
- key aspects of research value of materials.

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:

- relevant policies and procedures manuals and collection usage data
- relevant statistical information.

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>