



Australian Government

BSBINS602 Extend own information literacy skills to locate information

Release: 1

BSBINS602 Extend own information literacy skills to locate information

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, analyse and communicate information, ideas and concepts at a complex level, as well as evaluate and continuously improve personal information literacy skills to optimally service requests for information from relevant stakeholders.

The unit applies to individuals operating autonomously with limited guidance from others, in any industry sector with particular relevance to those working in the library and information services sectors. It also applies to occupations required to use technology to locate information for relevant stakeholders from information sources.

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. Apply information literacy skills to meet needs	1.1 Identify information literacy concepts and what constitutes an information literate person 1.2 Identify exact nature and extent of information needs 1.3 Develop effective search strategies and select relevant search tools to locate information from primary, secondary and tertiary sources 1.4 Assess usefulness and relevance of information resources in relation to relevant information needs

ELEMENT	PERFORMANCE CRITERIA
	1.5 Evaluate search results and adjust search strategies to meet information needs
2. Provide relevant stakeholders with search results	2.1 Assess search results and select relevant information to meet purpose 2.2 Compile reference lists and bibliographies of relevant information resources according to relevant referencing styles in format according to organisational policies and procedures 2.3 Select communication methods for presenting information to relevant stakeholders according to nature and purpose of requests and intended audience 2.4 Communicate with relevant stakeholders in relation to information requests according to organisational policies 2.5 Acknowledge copyright and licensing issues related to access and use of information
3. Evaluate own work and skills	3.1 Track development of own information literacy skills in relation to information literacy process 3.2 Plan and implement strategies and opportunities to support lifelong learning 3.3 Evaluate own information literacy skills against own career goals 3.4 Update knowledge of current and emerging technologies that impact information literacy skills

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	- Evaluates credibility and relevance of texts to meet needs - Integrates prior knowledge with concepts from multiple sources and recognises distinguishing structures, layout, features and conventions of a broad range of complex text types as an aid to locating information
Writing	Utilises text type, structure and language that is accurate and effective to suit audience and need and organises content appropriate for purpose and context
Oral Communication	Utilises active listening strategies to maintain understanding and determine information requirements and conveys precise meaning when providing information

Skill	Description
Self-management	• Accepts responsibility for planning and sequencing complex tasks and workload
Problem solving	• Uses problem-solving techniques to identify and analyse issues
Technology	• Uses a range of digitally based technology and applications to access and filter data, and then extract, organise, integrate and share relevant information in effective ways

Unit Mapping Information

Supersedes and is equivalent to BSBLIB604 Extend own information literacy skills to locate information.

Links

Companion Volume Implementation Guide is found on VETNet -

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