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Assessment Requirements for BSBINS604 Contribute to collection management

Release: 1

Assessment Requirements for BSBINS604 Contribute to collection management

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:

- select and deselect materials according to collection strategies and policies on at least two occasions.

In the course of the above, the candidate must:

- identify usage data in relation to collection requirements
- conduct community needs analysis
- apply knowledge of collection strategies and policies that address requirements and constraints in specific workplace contexts
- make acquisition and disposal recommendations based on policies
- develop recommendations that address selection criteria for a variety of collections and formats.

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:

- current and emerging trends in relation to library collections
- collection management policies and procedures, including:
  - selection, acquisition and deselection processes and procedures
  - weeding and stocktaking procedures
- information services trends and practices which impact on collection management.

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:

- organisational policies and procedures and collection usage data
- statistical information
- special purpose tools, equipment, materials and industry software packages relevant to performance evidence.

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