



Australian Government

Assessment Requirements for BSBLIB302

Develop and apply knowledge of archives

Release: 1

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Modification History

Release	Comments
Release 1	This version first released with BSB Business Services Training Package Version 2.0.

Performance Evidence

Evidence of the ability to:

- differentiate between records, archives and other collections
- apply an understanding of archival principles, processes and programs to arrangement and description of collection records
- work collaboratively with others involved in archival management, including archivists.

Note: If a specific volume or frequency is not stated, then evidence must be provided at least once.

Knowledge Evidence

To complete the unit requirements safely and effectively, the individual must:

- identify differences between archives and other collections
- explain general principles and processes of archival management and records management
- research information on archive sector, including:
 - principles and processes of archival practice, records and archives
 - role of archivists and archival programs
- examine key provisions of relevant legislation from all levels of government, regulations, standards and documentation that affect aspects of records and archives
- assess metadata format, use and application
- examine systems, such as:
 - principles of provenance and original order
 - archival control systems
 - records continuum theory
 - implementing preservation programs.

Assessment Conditions

Assessment must be conducted in a safe environment where evidence gathered demonstrates consistent performance of typical activities experienced in the Library – Collection Management field of work and include access to:

- information on a variety of archives and archival programs
- archive records, record-keeping systems and organisational policies

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 guides are found in VETNet -

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