



Australian Government

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.

Application

This unit describes the skills and knowledge required to apply an understanding of the difference between archives and other collections and how this affects the arrangement and management of collections.

It applies to individuals in support roles who require some theoretical and practical understanding of the nature of archives and how they are managed.

No licensing, legislative or certification requirements apply to this unit at the time of publication.

Unit Sector

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 Consolidate understanding of archival institutions and records	1.1 Review and analyse archival institutions and their programs 1.2 Differentiate between records, archives and other collection material on the basis of their respective management needs and legislative requirements 1.3 Research records to determine their provenance, purpose and contribution to heritage, culture and evidential value 1.4 Determine risks associated with loss of archival records
2 Develop an understanding of collection management	2.1 Discuss with relevant personnel ways that different elements of archive collections are managed 2.2 Evaluate how collection management needs and processes affect the role of archivists

ELEMENT	PERFORMANCE CRITERIA
	2.3 Identify linkages between archival principles and processes and legislation and the role of archivists
3 Arrange and describe records	3.1 Research record systems and their metadata 3.2 Arrange and describe records according to archival principles 3.3 Contribute to documentation of archival collections

Foundation Skills

This section describes language, literacy, numeracy and employment skills incorporated in the performance criteria that are required for competent performance.

Skill	Performance Criteria	Description
Reading	1.1-1.3, 3.1	<ul style="list-style-type: none"> Interprets and analyses textual information from a range of sources and identifies relevant, key information
Writing	3.2, 3.3	<ul style="list-style-type: none"> Develops material to convey explicit information and results using appropriate language and industry terminology Breaks down complex information into component parts Records key information in an accurate and sequential manner for internal reference
Oral Communication	2.1	<ul style="list-style-type: none"> Uses listening and questioning to enhance clarity, quality and reliability of information
Numeracy	3.1-3.3	<ul style="list-style-type: none"> Recognises and applies numerical data to sort and group archival and collections according to requirements
Navigate the world of work	2.3	<ul style="list-style-type: none"> Understands own responsibilities for following correct principles and processes
Interact with others	2.1, 3.3	<ul style="list-style-type: none"> Works collaboratively with others to achieve outcomes
Get the work done	1.1-1.4, 2.2, 3.1-3.3	<ul style="list-style-type: none"> Works logically and systematically to undertake clearly defined and familiar tasks Applies problem-solving techniques as part of risk management procedures Identifies how aspects of collection management can

		be applied in a range of contexts <ul style="list-style-type: none"> • Uses main features and functions of digital tools to complete work tasks and access information
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Unit Mapping Information

Code and title current version	Code and title previous version	Comments	Equivalence status
BSBLIB302 Develop and apply knowledge of archives	CULCNM302A Develop and apply knowledge of archives	Updated to meet Standards for Training Packages Unit moved from Library, Information and Cultural Services Training Package to Business Services Training Package.	Equivalent unit

Links

Companion Volume implementation guides are found in VETNet -

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