



**Australian Government**

# **Assessment Requirements for BSBLIB304 Develop and use information literacy skills**

**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:

- define, locate, select and evaluate relevant information in response to identified needs
- present information in a logical, well-organised and appropriate manner
- assess and develop strategies to improve own information literacy skills
- complete tasks in industry realistic timelines and conditions.

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 types of information resources available on a range of topics relevant to job role or required outcome
- discuss techniques and procedures for accessing different information sources, including use of current technology
- discuss relevant protocols or organisational policies and procedures in relation to presentation of different types of information.

## Assessment Conditions

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

- range of print and electronic information resources
- special purpose tools, equipment, materials, systems and industry software packages.

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>