



Australian Government

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.

Application

This unit describes the skills and knowledge required to define, locate, select, evaluate and present information in response to identified needs.

It applies to individuals employed in any capacity, as well as members of the wider community, as information literacy skills have broad application in all industries, as well as to life skills in general.

At this level, work is usually undertaken under supervision, though some autonomy and judgement can be expected within established parameters.

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

Unit Sector

Library – Information Literacy

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 Source information to meet specific needs	1.1 Determine exact nature of information needs 1.2 Confirm purpose of outcomes required from information searches 1.3 Identify range of potentially appropriate sources of information 1.4 Use basic search strategies to locate relevant information
2 Evaluate information against needs	2.1 Assess search results and located information and adjust search strategies as necessary 2.2 Review search results and select relevant information to meet

ELEMENT	PERFORMANCE CRITERIA
	requirements
3 Prepare and present information to meet needs	3.1 Prepare results of information searches according to organisational procedures 3.2 Present information concisely and accurately in a context or format appropriate to purpose 3.3 Meet agreed deadlines in relation to presentation of information
4 Develop own information literacy skills	4.1 Evaluate own information literacy skills based on feedback from customers and colleagues 4.2 Seek opportunities to develop own information literacy skills based on evaluation

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
Learning	4.1, 4.2	<ul style="list-style-type: none"> Uses feedback from others to review own skills and seek development opportunities
Reading	1.1, 1.3, 1.4, 2.1, 2.2, 4.2	<ul style="list-style-type: none"> Comprehends and interprets instructions and identifies, interprets and integrates relevant information from a variety of sources, including opinions of others
Writing	3.1, 3.2	<ul style="list-style-type: none"> Summarises material using appropriate vocabulary, grammar and text that is suitable for the audience and purpose; conveying ideas clearly, concisely and coherently
Oral Communication	1.1, 1.2, 4.1, 4.2	<ul style="list-style-type: none"> Comprehends verbal instructions, directions and requests through active listening and asking relevant questions to aid understanding; and conveys ideas and information clearly and succinctly
Navigate the world of work	3.1-3.3	<ul style="list-style-type: none"> Follows organisational procedures and meets expectations associated with own role
Interact with others	1.1, 1.2, 4.1, 4.2	<ul style="list-style-type: none"> Cooperates with others and contributes to work practices where joint outcomes are expected and deadlines are to be met

Get the work done	1.1-1.4, 2.1, 2.2, 3.1	<ul style="list-style-type: none"> • Takes responsibility for planning, sequencing and prioritising tasks and own workload for efficiency and effective outcomes • Analyses task requirements to decide on appropriate action • Uses digital technology for basic reading, recording and searching information, and for communications following routine procedures
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Unit Mapping Information

Code and title current version	Code and title previous version	Comments	Equivalence status
BSBLIB304 Develop and use information literacy skills	CULINL301A Develop and use information literacy skills	<p>Updated to meet Standards for Training Packages</p> <p>Unit moved from Library, Information and Cultural Services Training Package to Business Services Training Package.</p>	Equivalent unit

Links

Companion Volume implementation guides are found in VETNet -

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