BSBLIB402 Consolidate and maintain industry knowledge

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 develop and apply knowledge of library and information services and/or the cultural industry sectors of museums and galleries, and maintain its currency.

It applies to individuals who are working in or seeking work in organisations providing library and information services and/or galleries and museums, and who work autonomously according to established procedures.

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

Unit Sector

Library – Industry Capability

Elements and Performance Criteria

ELEMENT	PERFORMANCE CRITERIA
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
1 Undertake industry research	1.1 Use sources of information to research industry developments and their impact on current work practices
	1.2 Collect information on the role and significance of information or cultural industries to local communities
	1.3 Identify similarities and differences between industry organisations
	1.4 Consolidate understanding of the roles of relevant peak professional associations and industry bodies
2 Source and apply	2.1 Source and monitor information about key issues and trends

ELEMENT	PERFORMANCE CRITERIA
information about trends	and investigate their impact on the industry
	2.2 Research current and emerging technologies and their potential application in the workplace
	2.3 Source and monitor information about career opportunities and employment conditions
	2.4 Organise and store collected information in an easily accessible format
	2.5 Discuss and share information about key issues and trends, and emerging technologies with colleagues
3 Research industry structures and operations	3.1 Source information about different industry structures and operations
	3.2 Analyse underpinning philosophies and funding models of different industry sectors and link to service provision
	3.3 Identify and source information about legislation that affects relevant industry sectors
	3.4 Review information on professional ethics and codes of practice for relevant industry sectors

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, 1.2, 2.1-2.3, 3.1-3.4	• Identifies, analyses and evaluates complex text to determine legislative, regulatory and business requirements • Researches and interprets information from various sources and synthesises ideas and concepts
Writing	1.2, 1.4, 2.5	• Develops material to a specific audience using clear and detailed language to convey explicit information, requirements and recommendations
Oral Communication	1.2, 2.5	• Elicits views and opinions of others by listening and questioning
Navigate the	1.1, 1.4, 3.2, 3.3, 3.4	• Explores industry trends impacting organisational policies and procedures

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world of work		
Interact with others	1.2, 2.5	• Cooperates with others and contributes to work group discussions
Get the work done	1.2, 1.3, 2.1, 2.2, 2.4, 3.2	• Organises, plans and sequences own workload • Contributes to continuous improvement of current work practices by applying basic principles of analytical and lateral thinking • Uses a range of digitally based technologies to access, extract and share relevant information to achieve required outcomes

Unit Mapping Information

Code and title current version	Code and title previous version	Comments	Equivalence status
BSBLIB402 Consolidate and maintain industry knowledge	CULIND401A Consolidate and maintain industry knowledge	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