CUAIND202 Develop and apply knowledge of information and cultural services organisations

Release: 1

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Modification History

Release	Comments
Release 1	This version first released with CUA Creative Arts and Culture Training Package version 2.0.

Application

This unit describes the skills and knowledge required to source, update and maintain knowledge of information or cultural services organisations.

It applies to individuals who provide a support role in organisations such as libraries, information services, galleries, museums, archives or records management.

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

Unit Sector

Industry capability - industry context

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. Source and collect information	1.1 Locate information, using relevant sources and within required timeframes, on the different types of information and cultural services
	1.2 Identify key organisations and collect information about the role and key services they provide seeking the support of relevant personnel where required
	1.3 Identify other industries with which information and cultural services may have a relationship
	1.4 Organise collected information
2. Update and maintain	2.1 Review industry information on an ongoing basis to ensure

ELEMENT	PERFORMANCE CRITERIA
information	currency
	2.2 Identify trends and emerging technologies relevant to information and cultural services sectors
	2.3 Locate key information on employment and volunteer opportunities and conditions in information and cultural services and share with colleagues
3. Finalise process	3.1 Store collected and updated information in an easily accessible and retrievable format
	3.2 Apply collected information to job role or when seeking employment opportunities
	3.3 Seek feedback on information gathering process and note areas for future improvement

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, 1.4, 2.2, 2.3	• Identifies the main points in information about opportunities, conditions or requirements • Interprets information to identify possible links to own information needs
Writing	1.2, 1.3	• Records routine content using required formats and clear language • Updates and maintains workplace files according to requirements
Oral Communication	1.2, 2.4	• Participates in straightforward discussions regarding information, using appropriate vocabulary and style • Confirms instructions and asks questions to elicit information
Navigate the world of work	3.2	• Identifies skill and knowledge requirements for current or potential job roles
Interact with others	1.2, 2.3, 2.4	• Initiates interactions with others and responds appropriately • Contributes to work discussions using accepted conventions

Get the work done	1.1, 1.3, 1.4, 2.1, 2.2, 2.3, 3.1, 3.2	• Plans and implements routine tasks and own workload making limited decisions on sequencing, timing and collaboration • Uses digital technology for basic reading, recording and searching information, and for communications following routine procedures

Unit Mapping Information

Code and title current version	Code and title previous version	Comments	Equivalence status
CUAIND202 Develop and apply knowledge of information and cultural services organisations	CULIND201A Develop and apply knowledge of information and cultural services	Updated to meet Standards for Training Packages and clarify intent. Change to unit title. Minor edits to elements and performance criteria.	Equivalent unit

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=1db201d9-4006-4430-839f-382ef6b803d5