



Australian Government

Department of Education, Employment and Workplace Relations

CULLB001B Develop and apply knowledge of the library/information services industry

Release: 1

CULLB001B Develop and apply knowledge of the library_information services industry

Modification History

Not applicable.

Unit Descriptor

Unit descriptor This unit describes the performance outcomes, skills and knowledge required to develop and apply a basic knowledge of the library/information services industry. As such, the unit underpins performance across all areas of work.
No licensing, legislative, regulatory or certification requirements apply to this unit at the time of endorsement.

Application of the Unit

Application of the unit This unit applies to individuals working in any type of information services organisation who need to source, develop and apply current and emerging information about the industry.
The unit is most relevant to individuals working in support roles as more specialised and advanced library practice and management skills are covered in other units.

Licensing/Regulatory Information

Not applicable.

Pre-Requisites

Prerequisite units Nil

Employability Skills Information

Employability Skills The required outcomes described in this unit of competency contain applicable facets of Employability Skills. The Employability Skills Summary for the qualification in which this unit of competency is packaged, will assist in identifying Employability Skills requirements.

Elements and Performance Criteria Pre-Content

Elements describe the essential outcomes of a unit of competency. Performance criteria describe the performance needed to demonstrate achievement of the element. Where bold italicised text is used, further information is detailed in the required skills and knowledge section and the range statement. Assessment of performance is to be consistent with the evidence guide.

Elements and Performance Criteria

| ELEMENT | PERFORMANCE CRITERIA |
|--|---|
| 1 Source and apply industry information | 1.1 Identify and use relevant sources to acquire <i>basic information about the library/information services industry</i> |
| | 1.2 Use industry knowledge appropriately to enhance the quality of work outcomes |
| 2 Source and apply information on industry employment obligations and opportunities | 2.1 Identify and use relevant sources to acquire information about <i>employment obligations and opportunities</i> in the library/information services industry |
| | 2.2 Use knowledge of industry employment obligations and opportunities appropriately within day-to-day work activities |

ELEMENT

PERFORMANCE CRITERIA

- 3 Seek opportunities to update industry knowledge**
- 3.1 Identify and use a range of *information sources and opportunities to update knowledge* of the library/information services industry
 - 3.2 Monitor *current key issues affecting the industry*, using appropriate industry channels
 - 3.3 Share updated knowledge with customers and colleagues as appropriate, and incorporate into day-to-day work activities

Required Skills and Knowledge

Required Skills and knowledge

This section describes the skills and knowledge required for this unit.

Required skills

- research skills to source information on general industry issues within a defined range
- literacy skills to interpret a wide variety of information sources.

Required knowledge

- sources of information on the library/information services industry
- industry structure, including different operating structures both public and private
- historical development of libraries and other information services providers and their role within the community, including the role of libraries as lifelong learning organisations
- overview of the philosophies of libraries
- overview of the history of books
- overview of legislation that impacts on the industry, including privacy, child protection, copyright
- key work areas within libraries/information services
- nature, role and functions of relevant unions and employer bodies
- major industry organisations and professional associations
- employee and employer obligations.

Evidence Guide

EVIDENCE GUIDE

The Evidence Guide provides advice on assessment and must be read in conjunction with the performance criteria, required skills and knowledge, range statement and the Assessment Guidelines for the Training Package.

Critical aspects for assessment and evidence required to demonstrate competency in this unit

Evidence of the following is essential:

- general knowledge of the library/information services industry and ways to maintain currency of knowledge
- understanding of the ways in which industry knowledge can be applied to work activities to enhance work outcomes
- application of industry information to specific contexts and work activities.

Context of and specific resources for assessment

Assessment must ensure:

- access to current sources of industry information.

Method of assessment

A range of assessment methods should be used to assess practical skills and knowledge. The following examples are appropriate for this unit:

- direct questioning combined with review of portfolios of evidence and third party workplace reports of on-the-job performance by the candidate
- evaluation of candidate's response to different scenarios showing ability to apply knowledge to different industry contexts and situations
- oral or written questioning to assess knowledge of different aspects of the library/information services industry.

Holistic assessment with other units relevant to the industry sector, workplace and job role is recommended.

Range Statement

RANGE STATEMENT

The range statement relates to the unit of competency as a whole. It allows for different work environments and situations that may affect performance. Bold italicised wording, if used in the performance criteria, is detailed below. Essential operating conditions that may be present with training and assessment (depending on the work situation, needs of the candidate, accessibility of the item, and local industry and regional contexts) may also be included.

Basic information about the *library/information services* industry should include:

- historical perspective on libraries
- scope and nature of library/information services within the community
- different operations structures for information services organisations
- key contacts and industry networks
- relationship of library/information services industry to other industries and cultural policy development
- products and services typically provided by library/information services providers
- legislation that impacts on the industry

Library/information services within the community may include:

- libraries (public, private, corporate, school, university etc.)
- museums, galleries and archives
- record management units
- government departments, agencies or shopfronts
- business and financial information units
- information units within a parent organisation
- community advisory organisations or bureaus

Other industries with which the library/information services industry has a relationship may include:

- community recreation
- community development
- local government
- tourism
- hospitality
- retail

Employment obligations and opportunities in the library/information services

- career opportunities
- basic rights and responsibilities of the employer and employee

RANGE STATEMENT

industry may relate to:

- employment conditions
- award provisions
- enterprise bargaining agreements
- job descriptions

Information sources and opportunities to update industry knowledge may include:

- industry associations and organisations
- industry journals
- media
- internet
- reference manuals
- events e.g. conferences, seminars, trade fairs
- training programs
- community activities
- social events
- professional associations
- unions and employer bodies

Current key issues affecting the industry may relate to:

- government initiatives
- funding policies
- changing nature of the customer
- trends in library/information services practice
- impact of new technologies

Unit Sector(s)

Not applicable.

Competency field

Competency field Library Practice