



Australian Government

Department of Education, Employment and Workplace Relations

CULLB005B Search databases

Revision Number: 1

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Modification History

Not applicable.

Unit Descriptor

Unit descriptor

This unit describes the performance outcomes, skills and knowledge required to search and retrieve information from a range of databases.

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 who undertake regular database searches as part of their information services role. The unit focuses on knowledge of the different types of databases available to the information services provider and the skills to use different searching strategies to meet customer information needs. Work is completed under general supervision.

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 Identify and access databases

- 1.1 Assess the *range of databases available* to the *information services provider*
- 1.2 Select appropriate database/s to meet specific information needs
- 1.3 Use correct procedures to access database/s

2 Search databases

- 2.1 Interrogate databases using a range of appropriate *search techniques* suited to the information need
- 2.2 Use and manipulate *features of databases* to access required information

3 Check and download information

- 3.1 Ensure that information accessed meets the required scope and purpose
- 3.2 Conduct further searches when required

ELEMENT**PERFORMANCE CRITERIA**

- 3.3 Download and/or print information in accordance with system procedures
- 3.4 Present and/or organise information in *formats* appropriate to customer needs

Required Skills and Knowledge

Required Skills and knowledge

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

Required skills

- problem-solving skills to develop alternative search processes or methods when information cannot be found
- technology skills to use current industry database systems
- literacy skills to interpret a wide range of information and ideas
- numeracy skills to work with the numeric features of databases.

Required knowledge

- role of databases in the context of the information services industry
- scope and type of databases available to the information services provider
- features of commonly used databases, including bibliographic information, downloadable records, in-print status and current prices
- database searching techniques and procedures
- copyright, moral rights and intellectual property issues and legislation that impact on use of information from databases.

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:

- knowledge of the type of scope of databases available to the information services provider
- correct use of searching techniques to source information in response to various needs
- practical demonstration of skills using current industry systems and equipment
- demonstration of skills in response to multiple and varied information needs/requests.

Context of and specific resources for assessment

Assessment must ensure:

- access to technology/databases to support information searching.

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
- direct observation of the candidate using systems to retrieve information
- evaluation of appropriateness of information sourced in response to different needs
- oral or written questioning to assess knowledge of databases and different searching techniques.

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

- CULLB401C Assist customers to access information
- CULLB203C Develop and use information literacy skills

EVIDENCE GUIDE

- other information technology units.

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.

The *range of databases available* is potentially vast but may include:

- Kinetica
- Global Books in Print
- Bookfinder
- Integrated Library Management Systems, e.g. Millennium

Information services providers 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

Search techniques may include:

- Boolean operators
- truncation
- use of different access points
- key words
- limiting by date or format
- ISBN or ISSN

RANGE STATEMENT

Features of databases may include:

- bibliographic information
- downloading of bibliographic and other records
- in-print status
- current prices

Formats for presentation of information may be:

- electronic
- print-based
- verbal
- diagrammatic

Unit Sector(s)

Not applicable.

Competency field

Competency field Information Organisation and Management