Australian Government

Department of Education, Employment and Workplace Relations

CULLB203C Develop and use information literacy skills

Revision Number: 1

ISC INDUSTRY SKILLS COUNCILS
Creating Australia's Future

CULLB203C Develop and use information literacy skills

Modification History

Not applicable.

Unit Descriptor

Unit descriptor	This unit describes the performance outcomes, skills and knowledge required to conduct basic research and present information in response to an identified need.
	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 describes the essential foundation information literacy skills required by workers and members of the wider community. It therefore has broad application across all industry and broader life skills contexts.

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 information	1.1	Determine the nature of the information need, in accordance with work requirement and in consultation with relevant colleagues
	1.2	Accurately define the purpose, or required outcome, of the information search
	1.3	Identify a range of potentially appropriate sources *of information*
	1.4	Select and use appropriate information retrieval strategies
2 Assess information	2.1	Review information and select content to suit specific needs
	2.2	Check the capacity of information retrieved to meet the required purpose, and take action accordingly

ELEMENT	PERFORMANCE CRITERIA
3 Prepare/present information	3.1 Record information in line with organisational or user requirements
	3.2 Draft text, if required, including all appropriate information
	3.3 Express information within the text clearly, concisely and accurately
	3.4 Present information accurately in an appropriate *context or format* appropriate to the purpose and in accordance with required guidelines
4 Develop information literacy skills	4.1 Assess information literacy needs against work requirements/planned career outcomes
	4.2 Take *actions to develop own information literacy skills* based on identified needs

Required Skills and Knowledge

Required Skills and knowledge

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

Required skills

- basic research skills to:
    - identify appropriate sources
    - use questioning and active listening skills to elicit information
    - take notes
    - sort and process information
- technology skills to source information on an automated system
- literacy skills to convey information clearly, concisely and coherently.

Required knowledge

- types of information resources available on a range of topics relevant to the job role or required outcome
- techniques and procedures for accessing different information sources, including the use of current technology
- relevant protocols or organisational policies and procedures in relation to the presentation or recording of different types of information.

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: • ability to locate, evaluate and use relevant information in response to an identified need • ability to present information in a logical, well-organised and appropriate manner • active development of own information literacy skills • industry-realistic time lines and conditions for completion of tasks.
Context of and specific resources for assessment	Assessment must ensure: • use of current information, data and information systems • access to information sources, including relevant technology.
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 • project to research work-related topic and to deliver information sourced in a brief presentation • review of a simple report prepared by the candidate in response to a specified information need. Holistic assessment with other units relevant to the industry sector, workplace and job role is recommended.

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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.

Sources of information may include:	• printed references • media • internet • colleagues • product suppliers • lectures or presentations
Context or format for information may relate to:	• level of formality • style of presentation • nature of audience • urgency of information need
Actions to develop information literacy skills may include:	• reading current literature, including specialist journals and industry magazines • participating actively in relevant industry associations • participating in professional development and other learning opportunities • participating in, and contributing to, discussion through conferences, meetings, seminars, courses and journals • enhancing knowledge of current technologies

Unit Sector(s)

Not applicable.

Competency field

Competency field　　　　Library Practice

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