



**Australian Government**

**Department of Education, Employment and Workplace Relations**

# **CULLB205C Process and maintain information resources**

**Revision Number: 1**

## **CULLB205C Process and maintain information resources**

### **Modification History**

Not applicable.

### **Unit Descriptor**

#### **Unit descriptor**

This unit describes the performance outcomes, skills and knowledge required to ensure consistent organisation and maintenance of information, materials and equipment (both print-based and electronic).

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 undertaking straightforward administrative and organisational functions in an information services context. Work would generally be carried out under supervision within established procedures.

### **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 Process information resources

- 1.1 Label and protect *information resources* appropriately and apply security measures, in accordance with procedures
- 1.2 Make suggestions for processing and storage taking into account the expected life, use of, and demand for the material
- 1.3 Accurately record and process details of information resources in accordance with organisational procedures and processing systems
- 1.4 Promptly identify problems with processing system or procedures and report to relevant personnel

#### 2 Arrange resources to facilitate access

- 2.1 Check and organise information resources promptly for appropriate arrangement or classification
- 2.2 Correctly and tidily shelve printed resources in

**ELEMENT****PERFORMANCE CRITERIA**

- accordance with the required classification order
- 2.3 Arrange non-printed resources in accordance with the required *classification systems*
  - 2.4 Regularly check resources for correct arrangement and promptly detect missing or *damaged material*
  - 2.5 Undertake *basic maintenance and minor repairs* of resources
  - 2.6 Move and transfer material using correct procedures when required, including electronic material
  - 2.7 Follow safety procedures, including safe manual handling techniques when arranging material

## **Required Skills and Knowledge**

### **Required Skills and knowledge**

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

#### **Required skills**

- planning and organisational skills to undertake a range of administrative, organisational and maintenance tasks in a logical and timely manner
- technology skills to use current industry systems
- literacy skills to use classification systems
- numeracy skills to count and check information resources.

#### **Required knowledge**

- standard methods of organising and arranging materials, equipment and information, including common classification systems, formats and other arrangements designed to facilitate access to materials and information
- basic information technology security procedures
- range of protective and security devices for materials in different formats
- occupational health and safety requirements, including safe manual handling techniques
- types of damage and deterioration for print and electronic information and different protection and storage options.

# 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 correctly process and arrange information resources in accordance with established procedures (both print and electronic)
- broad knowledge of classification systems and techniques for processing and arranging information resources
- practical demonstration of skill to process and arrange information resources (both print and electronic).

### **Context of and specific resources for assessment**

Assessment must ensure:

- use of industry current equipment and classification systems
- access to information resources to be processed/arranged
- access to relevant policies and procedures manuals.

### **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 undertaking processing activities
- review of resources processed/arranged by the candidate
- oral or written questioning to assess knowledge of classification systems and procedures.

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

## EVIDENCE GUIDE

recommended, for example:

- BSBCMN108A Develop keyboard skills
- BSBCMN205A Use business technology.

## 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. **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.

*Information resources* may be:

- print
- electronic, e.g. CD-ROMs, toys, videos, cassettes
- equipment, e.g. audio-visual hardware and items, computers and printers
- displays

*Classification systems* used may include:

- standard classification schemes, e.g. Dewey, Library of Congress
- standard book numbering schemes, e.g. Cutter-Sanborn or author/title marks
- other common arrangements, e.g. by size, format, class, genre
- specialist classifications or arrangements

**RANGE STATEMENT**

*Damaged material* may relate to:

- wear and tear
- vandalism
- water
- smoke
- pest infestation damage
- desensitisation

*Basic maintenance and minor repairs* may include:

- replacing pages
- repairing pages
- strengthening spines

**Unit Sector(s)**

Not applicable.

**Competency field**

**Competency field**                      Information Organisation and Management