



Australian Government

Department of Education, Employment and Workplace Relations

CULIND401A Consolidate and maintain industry knowledge

Release: 1

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Modification History

Release	Comments
Release 1	This unit of competency first released with <i>CUL11 Library, Information and Cultural Services Training Package version 1.0</i>

Unit Descriptor

This unit describes the performance outcomes, skills and knowledge required to develop and apply knowledge of library and information services and/or the cultural industry sectors of museums and galleries, and maintain its currency.

Application of the Unit

This unit applies to individuals working in or seeking work in organisations providing library and information services and/or galleries and museums.
Work is undertaken autonomously, according to established procedures.

Licensing/Regulatory Information

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

Pre-Requisites

Not applicable.

Employability Skills Information

This unit contains employability skills.

Elements and Performance Criteria Pre-Content

Element	Performance Criteria
<i>Elements describe the essential outcomes of a unit of competency.</i>	<i>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.</i>

Elements and Performance Criteria

1. Undertake industry research	<p>1.1 Use <i>sources of information</i> to research industry developments and their impact on current work practices</p> <p>1.2 Collect information on the role and significance of the information or cultural industries to local communities</p> <p>1.3 Identify similarities and differences between <i>industry organisations</i></p> <p>1.4 Consolidate understanding of the roles of relevant peak <i>professional associations and industry bodies</i></p>
2. Source and apply information about trends	<p>2.1 Source and monitor information about <i>key issues and trends</i> and investigate their impact on the industry</p> <p>2.2 Research current and emerging technologies and their potential application in the workplace</p> <p>2.3 Source and monitor information about <i>career opportunities and employment conditions</i></p> <p>2.4 Organise and store collected information in an easily accessible format</p> <p>2.5 Discuss and share information about key issues and trends and emerging technologies with colleagues</p>
3. Research industry structures and operations	<p>3.1 Source information about different industry <i>structures and operations</i></p> <p>3.2 Analyse the underpinning philosophies and funding models of different industry sectors and link to service provision</p> <p>3.3 Identify and source information about legislation that affects relevant industry sectors</p> <p>3.4 Review information on professional ethics and codes of practice for relevant industry sectors</p>

Required Skills and Knowledge

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

Required skills

- analytical skills to:
 - correlate similarities and differences between information and cultural services organisations
 - link philosophies, roles and funding
 - relate industry knowledge to workplace activities
- communication skills to:
 - consult with relevant personnel
 - critique and discuss new trends and technologies
 - share information with colleagues
 - use industry and community networks as sources of information
- learning skills to practise job interview techniques
- literacy skills to:
 - develop and maintain currency of résumés
 - interpret professional ethics and codes of practice
 - read and understand information on given topics
 - write job application letters
- research skills to access information relating to trends, emergent technologies, work opportunities and career planning in the relevant industry sector
- self-management skills to:
 - follow workplace procedures
 - prioritise work tasks and meet deadlines
- technology skills to access and download relevant information from the internet.

Required knowledge

- sources of information on library and information services and/or the cultural industry sectors of museums and galleries
- historical development of relevant industry sectors
- underpinning values, principles and philosophies of the relevant industry sectors
- legislation and ethical practices that impact on the relevant industry sectors, including privacy, child protection, copyright and intellectual property
- career opportunities and career pathways in the relevant industry sectors
- current trends within the relevant industry sectors and the potential impacts and opportunities they present
- nature, role and functions of relevant major professional associations or industry bodies
- employee and employer obligations.

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.

Overview of assessment	
Critical aspects for assessment and evidence required to demonstrate competency in this unit	<p>Evidence of the ability to:</p> <ul style="list-style-type: none"> • source, assess and evaluate a range of information for the relevant industry sector • explain the value and principles of the relevant industry sector and how they relate to funding and service delivery • recognise legislation relevant to the workplace and ethical issues • identify major industry trends and technology developments • identify a career pathway plan.
Context of and specific resources for assessment	<p>Assessment must ensure access to:</p> <ul style="list-style-type: none"> • current sources of industry information • appropriate technology to undertake research and prepare documents.
Method of assessment	<p>A range of assessment methods should be used to assess practical skills and knowledge. The following examples are appropriate for this unit:</p> <ul style="list-style-type: none"> • direct questioning combined with review of portfolios of evidence and third-party workplace reports of on-the-job performance • evaluation of candidate's response to different scenarios showing ability to apply knowledge • verbal or written questioning to assess knowledge of the development, philosophies and services of the relevant industry sector • evaluation of research projects. <p>Assessment methods should closely reflect workplace demands for literacy and the use of business technology.</p>
Guidance information for assessment	<p>Holistic assessment with other units relevant to the industry sector, workplace and job role is recommended, for example:</p> <ul style="list-style-type: none"> • BSBIPR401A Use and respect copyright.

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.

<p><i>Sources of information</i> may include:</p>	<ul style="list-style-type: none"> • career websites • community activities • commonwealth and state industrial awards • events, such as: <ul style="list-style-type: none"> • conferences • seminars • social events • trade fairs • interaction with current industry practitioners • job descriptions • online social networks • print and electronic industry journals and media • professional associations and industry bodies • reference manuals • unions and employer bodies • websites • workplace documents, such as: <ul style="list-style-type: none"> • handbooks • policies and procedures • workshops and training programs.
<p><i>Industry organisations</i> may include:</p>	<ul style="list-style-type: none"> • archives • co-located local government services, such as: <ul style="list-style-type: none"> • council • gallery • library • museum • tourist information centre • community advisory organisations or bureaus • cultural centres • government departments, agencies or shopfronts • libraries, such as: <ul style="list-style-type: none"> • business • law

	<ul style="list-style-type: none"> • medical • national and state • public and private • school • TAFE • university • museums • online service providers • records and information management services.
<p><i>Professional associations and industry bodies</i> may include:</p>	<ul style="list-style-type: none"> • Australian Information Industry Association • Australian Institute for the Conservation of Cultural Material • Australian Library and Information Association • Australian School Library Association • Australian Society of Archivists • Blue Shield • Collections Australia Network • Council of Australian University Librarians • International Council on Archives • International Federation of Library Associations and Institutions • International Council of Museums • Museums Australia • National and State Libraries Australasia • National Library of Australia • Public Libraries Australia • Records and Information Management Professionals Australasia.
<p><i>Key issues and trends</i> may include:</p>	<ul style="list-style-type: none"> • access versus ownership of resources • automated systems and self-service systems • competition in the information and leisure sectors from traditional and non-traditional sources • constraints on the ability to lend e-resources • customer expectations • declining budgets and levels of government funding • demographic changes, such as: <ul style="list-style-type: none"> • aging of the community • shifting population bases • developments in legislation, particularly in relation to digital resources • emerging and evolving technology, such as: <ul style="list-style-type: none"> • e-readers

	<ul style="list-style-type: none"> • mobile platforms • radio frequency identification (RFID) • growth in e-resources, such as e-books • increasing personal access to broadband telecommunications • legislative constraints • multi-skilling of labour force • need for more effective marketing • one-stop shops in locations, such as: <ul style="list-style-type: none"> • councils • galleries • libraries • museums • tourist information centres • online social networks • outsourcing of services, such as cataloguing • provision of resources and services online • self-funding organisations • service and content personalised to users • shift from facilities being collection/resource spaces to people places • sustainability • user pays services • virtual libraries, galleries and museums • volunteer workforce in cultural sector, including student volunteer activities • current and emerging web applications.
<p><i>Career opportunities and employment conditions</i> may relate to:</p>	<ul style="list-style-type: none"> • award provisions • basic rights and responsibilities of employers and employees • career opportunities, particularly as a consequence of industry changes • career pathway plans, including: <ul style="list-style-type: none"> • career objectives • details of formal education and training • e-portfolio or résumé • job search tools and methods • professional development plans and activities • seeking opportunities for mentoring or multi-skilling • short and long-term goals and milestones • skill development in finding, applying for and winning positions • skill development to meet particular job or career

	<p>requirements</p> <ul style="list-style-type: none"> • strategies for: <ul style="list-style-type: none"> • job rotation or exchange • job sharing • multi-tasking • work-based projects • workplace training • employment conditions • enterprise bargaining agreements • job descriptions • job roles • labour legislation, such as the Fair Work Act • professional development • organisational charts.
<p><i>Structures and operations</i> may relate to:</p>	<ul style="list-style-type: none"> • funding sources, such as: <ul style="list-style-type: none"> • donations • private or self-funded • public • revenue raising through commercial enterprises • sponsorships • non-profit organisations • private-public partnerships • public or private organisations.

Unit Sector(s)

Industry capability - Industry context