



**Australian Government**

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

# **CULINM601A Analyse and describe specialist and complex material**

**Release: 1**

## CULINM601A Analyse and describe specialist and complex material

### 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 apply creative, whole systems thinking to cataloguing, classification, indexing, abstracting or otherwise analysing and describing specialist and complex material. Complexity may be created by the wide range of material to be considered, the depth of subject field knowledge required, and the wide scope of cataloguing systems and tools to be applied.

### Application of the Unit

This unit applies to information services professionals with highly developed technical skills and knowledge who are required to analyse and describe material that is specialised and complex.

Work is undertaken autonomously.

### 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. Review specialist and complex material	<p>1.1 Use methods of description for <b><i>specialist and complex material</i></b> that reflect the principles of bibliographic control, relevant standards and customer needs</p> <p>1.2 Analyse material in a manner that reflects in-depth knowledge of customer needs and <b><i>contexts</i></b>, the subject area, and the range of <b><i>analysis and description</i></b> methods that may be applied</p> <p>1.3 Derive concepts from analysis that reflect awareness of current industry practice and standards</p>
2. Develop descriptions for specialist and complex material	<p>2.1 Select terminology to represent concepts based on in-depth knowledge of suitable headings in the subject area, or new headings, according to accepted industry practice</p> <p>2.2 Establish <b><i>authority files</i></b> for new headings that are devised and maintained according to accepted industry practice</p> <p>2.3 Describe material for which there are no precedents</p> <p>2.4 Check that descriptions meet relevant industry standards</p>
3. Enhance systems for describing material	<p>3.1 Use knowledge of general developments in library and information services practice and organisational priorities to contribute to enhancement of systems</p> <p>3.2 Recommend expansion or enhancement of organisational systems for describing material to relevant personnel</p>

## Required Skills and Knowledge

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

### Required skills

- communication skills to make recommendations for improving organisational systems for describing material
- initiative and enterprise skills to devise and apply innovative systems of analysis, description and classification to optimise use of information
- learning skills to keep up-to-date with current industry developments and practices
- literacy skills to:
  - interpret highly specialised and complex information
  - use wide-ranging analysis and description methods
- planning and organising skills to use and adapt analysis and description concepts to create practical operational improvements
- problem-solving skills to identify, analyse and develop solutions to systemic analysis and description issues
- self-management skills to:
  - prioritise work tasks and meet deadlines
  - follow workplace procedures
- technology skills to develop user-friendly interfaces for customer use when accessing information.

### Required knowledge

- different customer groups, their specialist information needs, and types of libraries and information agencies
- variety of contexts in which users need access to information
- techniques and protocols for creating appropriate information description and classification systems
- ways of maximising the interface between technology and information in developing useful systems of description and classification
- copyright, moral rights and intellectual property issues and legislation that apply to analysis and description of materials in a wide range of contexts
- specialist cataloguing and classification knowledge
- processes for indexing and abstracting
- national and international standards, precedents, interpretations and processes.

## 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.*

<b>Overview of assessment</b>	
<b>Critical aspects for assessment and evidence required to demonstrate competency in this unit</b>	<p>Evidence of the ability to:</p> <ul style="list-style-type: none"> <li>• demonstrate comprehensive knowledge and application of cataloguing and classification principles</li> <li>• plan and carry out complex cataloguing and description tasks</li> <li>• apply metadata knowledge to specialist and complex materials and resources</li> <li>• use current industry systems and tools to analyse and describe a range of specialist and complex material.</li> </ul>
<b>Context of and specific resources for assessment</b>	<p>Assessment must ensure access to:</p> <ul style="list-style-type: none"> <li>• specialised and complex material</li> <li>• organisational systems for describing material.</li> </ul>
<b>Method of assessment</b>	<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"> <li>• direct questioning combined with review of portfolios of evidence and third-party workplace reports of on-the-job performance</li> <li>• evaluation of analysis and description techniques used by the candidate for a range of material that poses different challenges and issues</li> <li>• evaluation of reports prepared by the candidate highlighting processes and rationale for the analysis and description process.</li> </ul> <p>Assessment methods should closely reflect workplace demands and the needs of particular client groups (consider the requirements of different age groups, clients with English as a second language, clients with disabilities, remote library users, etc.).</p>
<b>Guidance information for assessment</b>	<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"> <li>• CULINM502A Provide subject access and classify material.</li> </ul>



## 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><b><i>Specialist and complex material</i></b> may be:</p>	<ul style="list-style-type: none"> <li>• in languages other than English</li> <li>• non-print media, such as:             <ul style="list-style-type: none"> <li>• photographs</li> <li>• music recordings</li> <li>• art prints</li> <li>• computer software</li> <li>• material in electronic formats</li> <li>• internet, intranet and other network-based resources</li> </ul> </li> <li>• print, such as:             <ul style="list-style-type: none"> <li>• monographs and serials</li> <li>• textbooks</li> <li>• scientific journals</li> <li>• theses</li> <li>• technical works</li> <li>• newspapers</li> <li>• manuscripts</li> <li>• rare books or maps.</li> </ul> </li> </ul>
<p><b><i>Contexts</i></b> may include:</p>	<ul style="list-style-type: none"> <li>• academic</li> <li>• business</li> <li>• cultural</li> <li>• intellectual</li> <li>• research</li> <li>• social.</li> </ul>
<p><b><i>Analysis and description</i></b> may relate to:</p>	<ul style="list-style-type: none"> <li>• cataloguing</li> <li>• classification</li> <li>• devising or adapting headings specific to an organisation's needs</li> <li>• facilitating ease of access to information by customers</li> <li>• indexing and abstracting</li> <li>• manipulating and enhancing metadata</li> <li>• situations where classification system and terms need to be supplemented to reflect new fields of knowledge or changes in subject matter</li> </ul>

	<ul style="list-style-type: none"><li>• situations where subject categories are too specialised to be included in published and commonly used subject headings.</li></ul>
<i>Authority files</i> may relate to:	<ul style="list-style-type: none"><li>• full name</li><li>• full subject</li><li>• reference only name</li><li>• reference only subject.</li></ul>

## Unit Sector(s)

Knowledge management - Information management