



Australian Government

Assessment Requirements for BSBINS301 Develop and use information literacy skills

Release: 1

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Modification History

Release	Comments
Release 1	This version first released with BSB Business Services Training Package Version 7.0.

Performance Evidence

The candidate must demonstrate the ability to complete the tasks outlined in the elements, performance criteria and foundation skills of this unit, including evidence of the ability to:

- meet three identified information needs, by sourcing, selecting, evaluating and presenting relevant information.

In the course of the above, the candidate must:

- present information
- identify strategies to improve own information literacy skills
- complete tasks in industry realistic timelines and conditions.

Knowledge Evidence

The candidate must be able to demonstrate knowledge to complete the tasks outlined in the elements, performance criteria and foundation skills of this unit, including knowledge of:

- types of information resources available on a range of topics
- techniques and procedures for accessing different information sources, including current technology
- organisational policies and procedures, including those related to the presentation of different types of information
- common methods for organisation of resources.

Assessment Conditions

Skills in this unit must be demonstrated in a workplace or simulated environment where the conditions are typical of those in a working environment in this industry.

This includes access to:

- range of print and electronic information resources
- special purpose tools, equipment, materials, systems and industry software packages.

Assessors of this unit must satisfy the requirements for assessors in applicable vocational education and training legislation, frameworks and/or standards.

Links

Companion Volume Implementation Guide is found on VETNet -

<https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=11ef6853-ceed-4ba7-9d87-4da407e23c10>