



Australian Government

BSBINS301 Develop and use information literacy skills

Release: 1

BSBINS301 Develop and use information literacy skills

Modification History

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

Application

This unit describes the skills and knowledge required to define, locate, select, evaluate and present information in response to identified needs.

The unit applies to individuals in the library and information services sector. At this level, work is usually undertaken under supervision, though some autonomy and judgement can be expected within established parameters.

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

Unit Sector

Technical Skills – Information Services

Elements and Performance Criteria

ELEMENT	PERFORMANCE CRITERIA
<i>Elements describe the essential outcomes.</i>	<i>Performance criteria describe the performance needed to demonstrate achievement of the element.</i>
1. Source information to meet specific needs	1.1 Determine nature of information needs 1.2 Confirm purpose of and outcomes required from, information searches 1.3 Identify range of sources of information 1.4 Use basic search strategies to locate relevant information
2. Evaluate information against needs	2.1 Assess search results and located information and adjust search strategies as necessary 2.2 Review search results and select relevant information to meet requirements
3. Prepare and present information to meet	3.1 Prepare results of information searches according to organisational procedures

ELEMENT	PERFORMANCE CRITERIA
needs	3.2 Present information in a format that meets the purpose
4. Develop own information literacy skills	4.1 Evaluate own information literacy skills based on feedback from relevant stakeholders 4.2 Identify opportunities to develop own information literacy skills based on evaluation

Foundation Skills

This section describes those language, literacy, numeracy and employment skills that are essential to performance but not explicit in the performance criteria.

Skill	Description
Learning	Uses feedback from others to review own skills and seek development opportunities
Reading	Comprehends and interprets instructions and identifies, interprets relevant information from a variety of sources
Writing	Summarises material using appropriate vocabulary, grammar and text that is suitable for the audience and purpose; conveying ideas clearly, concisely and coherently
Oral Communication	Comprehends verbal instructions, directions and requests through active listening and asking relevant questions to aid understanding; and conveys ideas and information clearly and succinctly
Self-management	Takes responsibility for planning, sequencing and prioritising tasks and own workload for efficiency and effective outcomes
Teamwork	Cooperates with others and contributes to work practices to meet planned outcomes and deadlines
Technology	Uses digital technology for basic reading, recording and searching information, and for communications following routine procedures

Unit Mapping Information

Supersedes and is equivalent to BSBLIB304 Develop and use information literacy skills.

Links

Companion Volume Implementation Guide is found on VETNet -

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

Assessment Requirements for BSBINS301 Develop and use information literacy skills

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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

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