



Australian Government

Assessment Requirements for BSBINS504 Maintain digital repositories

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:

- add to digital repository according to standards and organisational policies and procedures on at least two occasions
- create metadata on at least two occasions.

In the course of the above, the candidate must:

- add to, modify or remove resources from digital repositories using standards and organisational policies and procedures, and ensure access and integrity
- create and edit metadata for digital repository resources
- modify resource in digital repository according to standards and organisational policies and procedures
- remove resource from digital repository according to standards and organisational policies and procedures.

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:

- access and preservation standards for digitisation
- copyright, moral rights, digital rights management and intellectual property issues and legislation that impact digital repositories
- common digital file formats
- digital preservation techniques
- information management principles for description and access
- current trends in digital repositories
- reference metadata standards and systems used in the industry institutions, including:
 - Resource Description and Analysis (RDA)
 - Australian Government Location Service (AGLS)

- Dublin Core
- Machine Readable Cataloguing (MARC) and MARC21
- organisational policies and procedures regarding digital repositories.

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:

- industry-current systems and technologies for digital repositories relevant to performance evidence
- organisational policies, procedures and metadata standards.

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>