



Australian Government

BSBINS504 Maintain digital repositories

Release: 1

BSBINS504 Maintain digital repositories

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 populate and manage digital collections of information resources.

The unit applies to individuals, working autonomously within established guidelines, with significant technical skills and knowledge in using, maintaining, improving and describing content and context of digital collections according to organisational and system guidelines.

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. Maintain knowledge of digital repositories	1.1 Research information sources and determine types and functions of digital repositories 1.2 Review organisational procedures on digital repositories and confirm consistency with organisational policies 1.3 Identify external standards and requirements relevant to preservation and copyright of digital repositories
2. Manage resources for digital repositories	2.1 Locate and verify resources to add to the digital repository 2.2 Add resources to the digital repository using relevant software applications and equipment 2.3 Maintain digital resources and confirm access and integrity 2.4 Remove or modify resources from the digital repository, where

ELEMENT	PERFORMANCE CRITERIA
	required, according to organisational policies and procedures
3. Manage metadata for digital repositories	3.1 Create descriptive, technical and administrative metadata for digital repository resources according to organisational policies and procedures 3.2 Maintain and enhance digital repository metadata according to organisational policies and procedures

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
Reading	Interprets and critically analyses complex text to appropriately apply material to new or existing resources and distinguishes significant information from minor references
Writing	Provides clarity of meaning to directive and instructional text, and conveys detailed, accurate and concise descriptions of complex data
Oral Communication	Uses clear and specific language to convey technical and complex information and instructions to colleagues
Numeracy	Correctly interprets and provides numerical information embedded in complex information sources
Planning and organising	Accepts responsibility for planning, prioritising and sequencing complex tasks and workload
Teamwork	Collaborates with others and shares information to optimise efficiency of operations
Technology	Uses features of digital tools to complete complex tasks

Unit Mapping Information

Supersedes and is equivalent to BSBLIB506 Maintain digital repositories.

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 BSBINS504 Maintain digital repositories

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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:

- 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

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