



Australian Government

Assessment Requirements for BSBINS505 Provide subject access and classify material

Release: 1

Assessment Requirements for BSBINS505 Provide subject access and classify material

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:

- construct subject access points, accurately classify material, and review classification process on at least six occasions.

In the course of the above, the candidate must:

- analyse subject content for subject heading and classification purposes
- maintain and apply knowledge of record components
- demonstrate a collaborative approach to resolving complex problems
- demonstrate use of current industry subject heading and classification systems.

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:

- purpose and function of various classification tools
- classification schemes relevant to work context
- subject access and control of methods, including:
 - authority control procedures
 - subject headings lists
 - thesauruses
- procedures for the application of authority systems and files
- methods of modifying and upgrading records to suit relevant stakeholder needs, including:
 - additional access points
 - establishing new authorities
- current industry trends relating to classification processes
- relevant standards.

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:

- organisational cataloguing standards, policies and procedures
- current industry cataloguing and classification tools, equipment, materials and industry software packages relevant to performance evidence.

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>