



Australian Government

BSBINS505 Provide subject access and classify material

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.

Application

This unit describes the skills and knowledge required to analyse and classify complex material through the application of bibliographic organisation methods and the ability to use interpretation and judgement to deviate from precedents where necessary.

The unit applies to information services professionals with highly developed technical skills who work autonomously to facilitate customer access to information.

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. Analyse and create subject headings	1.1 Analyse subject content of material using knowledge of general concepts and principles of bibliographic control, relevant standards and customer needs 1.2 Identify and select subject headings according to relevant standards 1.3 Construct sufficient headings to enhance access to information using standards and authorities lists 1.4 Consult with relevant stakeholders to determine systematic and reasonable approaches to cataloguing complex material
2. Classify material	2.1 Use chosen classification systems to reflect knowledge of principles of organisation 2.2 Select a classification number consistent with classification

ELEMENT	PERFORMANCE CRITERIA
	system that reflects understanding of subject content and provides ready access for relevant stakeholders 2.3 Check catalogues for previously assigned classification numbers for similar items
3. Facilitate continuous improvement of classification and assignment skills	3.1 Maintain and apply knowledge of changes in classification and assignment practices to enhance classification consistency and quality 3.2 Consult with colleagues regarding issues with classification and assignment system operations or procedures and take relevant action 3.3 Report on action taken to rectify issues with classification and assignment system 3.4 Comply with relevant classification and assignment practice standards

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	Organises, analyses, evaluates and applies content from a range of structurally complex texts
Writing	Utilises sophisticated writing skills to summarise information from multiple sources and express precise meaning appropriate to audience and context
Oral Communication	Employs active listening skills to ensure understanding and expresses ideas and concepts in a manner and form appropriate to the audience
Numeracy	Identifies and comprehends relevant mathematical information in familiar activities or texts
Initiative and enterprise	- Seeks to improve policies and procedures to better meet organisational goals - Contributes to continuous improvement of current work practices by applying basic principles of analytical and lateral thinking
Teamwork	Collaborates and cooperates with others to achieve joint outcomes
Planning and organising	Plans, organises and implements work activities in line with organisational policies and procedures, and legislative requirements

Skill	Description
Problem solving	• Applies analytical processes to resolve technical or conceptual problems
Technology	• Uses main features and functions of digital tools to classify material and complete other work tasks

Unit Mapping Information

Supersedes and is equivalent to BSBLIB509 Provide subject access and classify material.

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 BSBINS505 Provide subject access and classify material

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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:

- 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

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