



Australian Government

BSBINS509 Promote literature and reading

Release: 1

BSBINS509 Promote literature and reading

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 research and implement strategies that encourage and enhance literature and reading in a wide variety of contexts. Particular emphasis is on improving the literacy of customers by creating environments that provide access to relevant and attractive reading material in a variety of formats to suit a range of ages, reading levels and needs.

The unit applies to individuals responsible for promoting literature and reading to clients as a way of meeting their needs. It applies in many industries, including libraries, information and cultural services, community services and health. Work is undertaken with limited supervision according to organisational 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 about literature and reading	1.1 Research promotion of literature and reading, and research its importance to society 1.2 Recognise reading levels and interests of various customer groups 1.3 Source reviews about relevant literature from a range of sources 1.4 Identify classification systems and shelving options for literary works and literary information for a range of formats 1.5 Update own knowledge of a broad range of literary works,

ELEMENT	PERFORMANCE CRITERIA
	publishing trends and formats 1.6 Share information collected on literary works, trends and formats with colleagues
2. Implement a range of strategies to promote literature and reading	2.1 Research methods used to organise and access literature collections 2.2 Develop own strategies to promote literature and reading and use current or emerging technologies 2.3 Interview and provide advice to customers to meet their literature and reading needs 2.4 Source information from a variety of sources to meet customer literature requests 2.5 Identify and assess strategies used by organisations to promote reading, and adapt as required for the organisation
3. Monitor and evaluate effectiveness of strategies to promote literature and reading	3.1 Monitor feedback of strategies implemented to promote literature and reading 3.2 Suggest methods to determine the effectiveness of strategies used to promote literature and reading 3.3 Recommend changes to strategies in response to evaluation of feedback

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
Writing	Uses written text to develop hypotheses, explore complex issues, plan and problem-solve, as well as a functional tool to maintain records, share information and provide advice
Oral Communication	- Utilises a range of oral structures to convey precise meaning - Adapts language to audience, context and purpose
Initiative and enterprise	- Seeks to improve policies and procedures to better meet organisational goals - Uses analytical and lateral thinking to review current practices and develop new or improved processes, models and services
Teamwork	Cooperates with others and contributes to work practices where joint outcomes are expected
Technology	Uses a range of digitally based technology and applications to access and filter data, and then extract, organise, integrate and share relevant

Skill	Description
	information
Planning and organising	• Takes responsibility for planning, sequencing and prioritising tasks and own workload for efficiency and effective outcomes

Unit Mapping Information

Supersedes and is equivalent to BSBLIB507 Promote literature and reading.

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 BSBINS509 Promote literature and reading

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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:

- on at least two occasions interview and provide advice to customers to meet their literature and reading needs.

In the course of the above, the candidate must:

- develop, implement and evaluate strategies to promote literature and reading
- meet customer literature requests
- promote use of an organisation's collections and resources
- share information collected on literature, trends and formats with colleagues
- monitor and evaluate effectiveness of strategies to promote literature and reading.

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:

- concepts of literacy and literature and the role organisations play in promoting reading
- scope and arrangement of literature collections in libraries and related organisations
- relevant literature information sources located in publications, including:
 - blogs
 - catalogues
 - databases
 - websites
- key methods for arranging literature collections
- literature requests and strategies for answering requests
- literature reference resources and common application of each
- common categories and genres into which literature is divided.

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:

- special purpose tools, equipment, materials and industry software packages relevant to performance evidence
- literature reference tools and resources
- current industry systems to research information on literature
- information about current and emerging technologies to promote literature.

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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