



Australian Government

Assessment Requirements for BSBINS516 Undertake cataloguing activities

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:

- create at least three catalogue records
- edit at least three catalogue records.

In the course of the above, the candidate must:

- use current industry systems
- complete activities according to organisation 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:

- reference cataloguing standards and systems according to organisation policies and procedures
- commonly used automated cataloguing systems and shared cataloguing networks
- frequently occurring cataloguing problems
- principles of bibliographic description and access
- methods of preparing original and copy cataloguing records
- procedures for maintaining cataloguing records
- key aspects of required digital technologies and systems.

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 policies and procedures relevant to performance evidence

- current industry cataloguing tools, systems and 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>