



**Australian Government**

# **BSBLIB302 Develop and apply knowledge of archives**

**Release: 1**

## BSBLIB302 Develop and apply knowledge of archives

### Modification History

| Release   | Comments                                                                             |
|-----------|--------------------------------------------------------------------------------------|
| Release 1 | This version first released with BSB Business Services Training Package Version 2.0. |

### Application

This unit describes the skills and knowledge required to apply an understanding of the difference between archives and other collections and how this affects the arrangement and management of collections.

It applies to individuals in support roles who require some theoretical and practical understanding of the nature of archives and how they are managed.

No licensing, legislative or certification requirements apply to this unit at the time of publication.

### Unit Sector

### 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 Consolidate understanding of archival institutions and records | 1.1 Review and analyse archival institutions and their programs<br>1.2 Differentiate between records, archives and other collection material on the basis of their respective management needs and legislative requirements<br>1.3 Research records to determine their provenance, purpose and contribution to heritage, culture and evidential value<br>1.4 Determine risks associated with loss of archival records |
| 2 Develop an understanding of collection management              | 2.1 Discuss with relevant personnel ways that different elements of archive collections are managed<br>2.2 Evaluate how collection management needs and processes affect the role of archivists                                                                                                                                                                                                                       |

| ELEMENT                        | PERFORMANCE CRITERIA                                                                                                                                                           |
|--------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
|                                | 2.3 Identify linkages between archival principles and processes and legislation and the role of archivists                                                                     |
| 3 Arrange and describe records | 3.1 Research record systems and their metadata<br>3.2 Arrange and describe records according to archival principles<br>3.3 Contribute to documentation of archival collections |

## Foundation Skills

*This section describes language, literacy, numeracy and employment skills incorporated in the performance criteria that are required for competent performance.*

| Skill                      | Performance Criteria  | Description                                                                                                                                                                                                                                                                                                                   |
|----------------------------|-----------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Reading                    | 1.1-1.3, 3.1          | <ul style="list-style-type: none"> <li>Interprets and analyses textual information from a range of sources and identifies relevant, key information</li> </ul>                                                                                                                                                                |
| Writing                    | 3.2, 3.3              | <ul style="list-style-type: none"> <li>Develops material to convey explicit information and results using appropriate language and industry terminology</li> <li>Breaks down complex information into component parts</li> <li>Records key information in an accurate and sequential manner for internal reference</li> </ul> |
| Oral Communication         | 2.1                   | <ul style="list-style-type: none"> <li>Uses listening and questioning to enhance clarity, quality and reliability of information</li> </ul>                                                                                                                                                                                   |
| Numeracy                   | 3.1-3.3               | <ul style="list-style-type: none"> <li>Recognises and applies numerical data to sort and group archival and collections according to requirements</li> </ul>                                                                                                                                                                  |
| Navigate the world of work | 2.3                   | <ul style="list-style-type: none"> <li>Understands own responsibilities for following correct principles and processes</li> </ul>                                                                                                                                                                                             |
| Interact with others       | 2.1, 3.3              | <ul style="list-style-type: none"> <li>Works collaboratively with others to achieve outcomes</li> </ul>                                                                                                                                                                                                                       |
| Get the work done          | 1.1-1.4, 2.2, 3.1-3.3 | <ul style="list-style-type: none"> <li>Works logically and systematically to undertake clearly defined and familiar tasks</li> <li>Applies problem-solving techniques as part of risk management procedures</li> <li>Identifies how aspects of collection management can</li> </ul>                                           |

|  |  |                                                                                                                                                                                     |
|--|--|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
|  |  | be applied in a range of contexts <ul style="list-style-type: none"><li>• Uses main features and functions of digital tools to complete work tasks and access information</li></ul> |
|--|--|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|

## Unit Mapping Information

| Code and title<br>current version                 | Code and title<br>previous version                 | Comments                                                                                                                                                                  | Equivalence status |
|---------------------------------------------------|----------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------|
| BSBLIB302 Develop and apply knowledge of archives | CULCNM302A Develop and apply knowledge of archives | Updated to meet Standards for Training Packages<br><br>Unit moved from Library, Information and Cultural Services Training Package to Business Services Training Package. | Equivalent unit    |

## Links

Companion Volume implementation guides are found in VETNet -

<https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=11ef6853-ceed-4ba7-9d87-4da407e23c10>

# Assessment Requirements for BSBLIB302 Develop and apply knowledge of archives

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## Performance Evidence

Evidence of the ability to:

- differentiate between records, archives and other collections
- apply an understanding of archival principles, processes and programs to arrangement and description of collection records
- work collaboratively with others involved in archival management, including archivists.

Note: If a specific volume or frequency is not stated, then evidence must be provided at least once.

## Knowledge Evidence

To complete the unit requirements safely and effectively, the individual must:

- identify differences between archives and other collections
- explain general principles and processes of archival management and records management
- research information on archive sector, including:
  - principles and processes of archival practice, records and archives
  - role of archivists and archival programs
- examine key provisions of relevant legislation from all levels of government, regulations, standards and documentation that affect aspects of records and archives
- assess metadata format, use and application
- examine systems, such as:
  - principles of provenance and original order
  - archival control systems
  - records continuum theory
  - implementing preservation programs.

## Assessment Conditions

Assessment must be conducted in a safe environment where evidence gathered demonstrates consistent performance of typical activities experienced in the Library – Collection Management field of work and include access to:

- information on a variety of archives and archival programs
- archive records, record-keeping systems and organisational policies

Assessors of this unit must satisfy the requirements for assessors in applicable vocational education and training legislation, frameworks and/or standards.

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