



**Australian Government**

# **BSBLIB605 Analyse and describe specialist and complex material**

**Release: 1**

## BSBLIB605 Analyse and describe specialist and complex material

### Modification History

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

### Application

This unit describes skills and knowledge required to apply creative, whole systems thinking to cataloguing, classification, indexing, abstracting or otherwise analysing and describing specialist and complex material. Complexity may be created by the wide range of material to be considered, the depth of subject field knowledge required, and the wide scope of cataloguing systems and tools to be applied.

It applies to individuals with highly developed information service technical skills and knowledge, who work autonomously, and are required to analyse and describe specialised and complex material.

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

### Unit Sector

Library – Information Management

### 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 Review specialist and complex material         | <p>1.1 Use methods of description for specialist and complex material that reflect principles of bibliographic control, relevant standards and customer needs</p> <p>1.2 Analyse material to reflect in-depth knowledge of customer needs and contexts, subject area, and range of analysis and description methods that may be applied</p> <p>1.3 Derive concepts from analysis that reflects awareness of current industry practice and standards</p> |

| ELEMENT                                                    | PERFORMANCE CRITERIA                                                                                                                                                                                                                                                                                                                                                                                                                       |
|------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 2 Develop descriptions for specialist and complex material | <p>2.1 Select terminology to represent concepts based on in-depth knowledge of suitable headings in subject area, or new headings, according to accepted industry practice</p> <p>2.2 Establish authority files for new headings that are devised and maintained according to accepted industry practice</p> <p>2.3 Describe material for which there are no precedents</p> <p>2.4 Check descriptions meet relevant industry standards</p> |
| 3 Enhance systems for describing material                  | <p>3.1 Use knowledge of general developments in library and information services practice and organisational priorities to contribute to enhancement of systems</p> <p>3.2 Recommend expansion or enhancement of organisational systems for describing material to relevant personnel</p>                                                                                                                                                  |

## 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, 2.1, 2.2, 2.4, 3.1      | <ul style="list-style-type: none"> <li>Critically organises, analyses, evaluates and applies content from a range of highly specialised and complex texts</li> </ul>                                                                                             |
| Writing                    | 1.1-1.3, 2.1-2.3, 3.1, 3.2       | <ul style="list-style-type: none"> <li>Communicates complex relationships between ideas and information requiring wide-ranging analysis and description methods and matching style of writing to purpose and audience</li> </ul>                                 |
| Oral Communication         | 3.2                              | <ul style="list-style-type: none"> <li>Expresses ideas and concepts clearly and succinctly</li> </ul>                                                                                                                                                            |
| Navigate the world of work | 1.1-1.3, 2.1, 2.2, 2.4, 3.1, 3.2 | <ul style="list-style-type: none"> <li>Takes full responsibility for following organisational policies and procedures and for complying with industry standards</li> <li>Seeks to improve policies and procedures to better meet organisational goals</li> </ul> |
| Interact with others       | 3.2                              | <ul style="list-style-type: none"> <li>Collaborates and cooperates with others to achieve joint outcomes</li> </ul>                                                                                                                                              |

|                   |                             |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |
|-------------------|-----------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Get the work done | 1.1-1.3, 2.1, 2.3, 3.1, 3.2 | <ul style="list-style-type: none"> <li>• Applies systematic and analytical decision-making processes for complex situations</li> <li>• Systematically gathers and analyses all relevant information and evaluates options to make informed decisions</li> <li>• Uses analytical and lateral thinking to review practices and suggest improvements</li> <li>• Applies innovative systems of analysis, description and classification to optimise use of information</li> <li>• Uses main features and functions of digital tools to complete work tasks and access information</li> <li>• Uses problem-solving techniques to identify and analyse issues</li> </ul> |
|-------------------|-----------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|

## Unit Mapping Information

| Code and title<br>current version                              | Code and title<br>previous version                              | Comments                                                                                                                                                                         | Equivalence status |
|----------------------------------------------------------------|-----------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------|
| BSBLIB605 Analyse and describe specialist and complex material | CULINM601A Analyse and describe specialist and complex material | <p>Updated to meet Standards for Training Packages</p> <p>Unit moved from Library, Information and Cultural Services Training Package to Business Services Training Package.</p> | Equivalent unit    |

## Links

Companion Volume implementation guides are found in VETNet -

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