



Australian Government

CUAIND212 Develop and apply knowledge of information and cultural services organisations

Release: 2

CUAIND212 Develop and apply knowledge of information and cultural services organisations

Modification History

Release	Comments
Release 2	This version first released with CUA Creative Arts and Culture Training Package version 5.1. Version created to correct unit mapping error.
Release 1	This version first released with CUA Creative Arts and Culture Training Package version 5.0.

Application

This unit describes the skills and knowledge required to source, update and maintain knowledge of information and cultural services organisations. It involves researching information and cultural services organisations, identifying trends, emerging technologies and employment opportunities and storing or applying information in an applicable way.

The unit applies to those who provide a support role in organisations such as libraries, information services, galleries, museums, archives or records management.

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

Unit Sector

Industry capability - industry context

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. Source and collect information	1.1 Locate different types of information and cultural services using sources and within required timeframes that meet organisational policies and procedures 1.2 Identify applicable organisations and collect information about the role and key services they provide in consultation with required personnel 1.3 Identify relevant industries which have a relationship with

ELEMENT	PERFORMANCE CRITERIA
	information and cultural services 1.4 Organise collected information according to organisational policies and procedures
2. Update and maintain information	2.1 Review industry information and confirm currency 2.2 Identify trends and emerging technologies applicable to information and cultural services sectors 2.3 Locate key information on employment, volunteer opportunities and conditions in information and cultural services and share with required personnel
3. Finalise process	3.1 Store collected and updated information in format that meets organisational policies and procedures 3.2 Apply collected information to job role or when seeking employment opportunities 3.3 Seek feedback on information gathering process and note areas for future improvement

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
Oral communication	- Participates in straightforward discussions regarding information, using applicable vocabulary and style - Confirms instructions, asks questions and elicits information
Reading	- Identifies main points in information about opportunities, conditions or requirements - Interprets information and identifies possible links to own information needs
Writing	- Records routine content using required formats and clear language - Updates and maintains workplace files according to requirements
Teamwork	- Initiates interactions with others and responds appropriately - Contributes to work discussions using accepted conventions
Technology	Undertakes basic reading, recording, searching for information and communicates with others using digital technology according to organisational policies and procedures

Unit Mapping Information

Supersedes and is equivalent to CUAIND202 Develop and apply knowledge of information and cultural services organisations.

Links

Companion Volume Implementation Guide is found on VETNet -

<https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=1db201d9-4006-4430-839f-382ef6b803d5>

Assessment Requirements for CUAIND212 Develop and apply knowledge of information and cultural services organisations

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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:

- develop and apply knowledge of at least three information and cultural services organisations, including locating and organising key information about the role and main services of organisations, including:
 - industry trends
 - key technologies
 - cultural significance
- access, retrieve and use collected information at least once for a job role or to seek employment in the field.

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:

- information and cultural services organisations and their main role in communities
- organisational policies and procedures, including those relating to:
 - accessibility of records
 - documentation formats and requirements
 - digital technology to research and record information
- cultural significance of information and cultural services organisations
- roles in selected information and cultural services organisations and skills and knowledge required
- typical working conditions in information and cultural services organisations.

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:

- different current industry information sources
- applicable technology to research and apply industry information.

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

Links

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