



Australian Government

CULLB701C Analyse and describe specialist/complex material

Revision Number: 1

CULLB701C Analyse and describe specialist/complex material

Modification History

Not applicable.

Unit Descriptor

Unit descriptor

This unit describes the performance outcomes, skills and knowledge to apply creative, whole systems thinking to cataloguing, classification, indexing, abstracting or otherwise describing specialist and complex material.

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

Application of the Unit

Application of the unit

This unit applies to information services professionals with highly developed technical skills and knowledge.

Analysis and description at this level may require specialist subject matter knowledge, proficiency in more than one language, specialist cataloguing and classification knowledge, expertise in indexing and abstracting and current knowledge of national or international standards, precedents, interpretations and processes.

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.

Licensing/Regulatory Information

Not applicable.

Pre-Requisites

Prerequisite units Nil

Employability Skills Information

Employability Skills The required outcomes described in this unit of competency contain applicable facets of Employability Skills. The Employability Skills Summary for the qualification in which this unit of competency is packaged, will assist in identifying Employability Skills requirements.

Elements and Performance Criteria Pre-Content

Elements describe the essential outcomes of a unit of competency.

Performance criteria describe the performance needed to demonstrate achievement of the element. Where bold italicised text is used, further information is detailed in the required skills and knowledge section and the range statement. Assessment of performance is to be consistent with the evidence guide.

Elements and Performance Criteria

ELEMENT

PERFORMANCE CRITERIA

1 Analyse specialist/complex material

- 1.1 Use methods of description for *specialist/complex material* which reflect understanding of the principles of bibliographic control, relevant standards and needs of the customer group/s
- 1.2 Conduct material analysis in a manner which reflects in-depth knowledge of customer needs, of the subject area and of the range of *analysis and description* methods that may be applied
- 1.3 Derive concepts from material analysis in a manner which reflects awareness of current industry practice, developments in the subject area and different analysis and description methods

ELEMENT**PERFORMANCE CRITERIA**

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| | 1.4 Analyse material to meet any relevant industry standards, precedents and techniques |
| 2 Describe specialist/complex material | <ul style="list-style-type: none">2.1 Select terminology to represent concepts based on in-depth knowledge of suitable headings in the subject area, or new headings, in accordance with accepted industry practice2.2 Establish authority files for new headings that are devised and maintained in accordance with accepted industry practice2.3 Make appropriate decisions on description of material for which there are no precedents2.4 Ensure descriptions meets all relevant industry standards |
| 3 Contribute to enhancement of systems for describing material | <ul style="list-style-type: none">3.1 Use knowledge of general developments in library/information services practice to contribute to enhancement of systems3.2 Undertake expansion or enhancement of the organisation's systems for describing material or make recommendations to appropriate person/s3.3 Ensure changes reflect awareness of changing customer needs and expectations in relation to particular material, and the organisation's directions and priorities |

Required Skills and Knowledge

Required Skills and knowledge

This section describes the skills and knowledge required for this unit.

Required skills

- creative and critical thinking skills to devise and apply innovative systems of analysis, description and classification to optimise use of information
- problem-solving skills to identify, analyse and develop solutions to systemic analysis and description issues
- planning and organisational skills to use and adapt analysis and description concepts to create practical operational improvements
- literacy skills to interpret highly specialised or complex information and to use wide ranging analysis and description methods.

Required knowledge

- wide range of ways in which information may be used
- different customer groups and types of libraries and information agencies
- needs and cultural/intellectual/social/business contexts of end users of information
- techniques and protocols for creating appropriate information description and classification systems
- ways of maximising the interface between technology and information in developing useful systems of description and classification
- copyright, moral rights and intellectual property issues and legislation that apply to analysis and description of materials in a wide range of contexts.

Evidence Guide

EVIDENCE GUIDE

The Evidence Guide provides advice on assessment and must be read in conjunction with the performance criteria, required skills and knowledge, range statement and the Assessment Guidelines for the Training Package.

Critical aspects for assessment and evidence required to demonstrate competency in this unit

Evidence of the following is essential:

- comprehensive knowledge and application of cataloguing and classification principles
- comprehensive knowledge of the institution's goals, objectives and directions
- ability to plan and carry out complex tasks
- application of metadata knowledge to specialist and complex materials/resources
- understanding of information systems data
- practical demonstration of skills using current industry systems and tools to analyse and describe a range of specialist/complex material.

Context of and specific resources for assessment

Assessment must ensure:

- access to strategic plans and relevant policies and procedures manuals
- use of current industry technologies, cataloguing and classification tools.

Method of assessment

A range of assessment methods should be used to assess practical skills and knowledge. The following examples are appropriate for this unit:

- direct questioning combined with review of portfolios of evidence and third party workplace reports of on-the-job performance by the candidate
- evaluation of analysis and description techniques used by the candidate for a range of material that poses different challenges and issues
- evaluation of reports prepared by the candidate highlighting processes and rationale for the analysis and description process.

Holistic assessment with other units relevant to the industry sector, workplace and job role is

EVIDENCE GUIDE

recommended, for example:

- CULLB505C Analyse and describe information materials
- CULLB506C Catalogue and classify material.

Range Statement

RANGE STATEMENT

The range statement relates to the unit of competency as a whole. It allows for different work environments and situations that may affect performance. Bold italicised wording, if used in the performance criteria, is detailed below. Essential operating conditions that may be present with training and assessment (depending on the work situation, needs of the candidate, accessibility of the item, and local industry and regional contexts) may also be included.

Specialist/complex material to be analysed and described may be:

- print, such as monographs and serials, textbooks, scientific journals, theses, technical works, newspapers, manuscripts, rare books or maps
- non-print media such as photographs, music recording, art prints, computer software, material in electronic formats, internet, intranet and other network-based resources
- in languages other than English

Analysis and description must be undertaken for:

- specialist and complex material that requires significant analysis, assessment, interpretation and judgement when describing for customer access
- situations where subject categories are too specialised to be included in published and commonly used subject headings, and headings specific to the organisation's needs must be devised or adapted
- situations where classification system and terms may need to be supplemented to reflect new fields of knowledge or changes in subject matter

Analysis and description may include:

- cataloguing
- classification
- indexing and abstracting

Unit Sector(s)

Not applicable.

Competency field

Competency field Information Organisation and Management