



Australian Government

Department of Education, Employment and Workplace Relations

ICAD5210B Analyse information and assign meta-tags

Release: 1

ICAD5210B Analyse information and assign meta-tags

Modification History

Not Applicable

Unit Descriptor

Unit descriptor	This unit defines the competency required to analyse material and assign metatags to ensure the accurate and consistent retrieval of information by users. No licensing, legislative, regulatory or certification requirements apply to this unit at the time of publication.
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Application of the Unit

Application of the unit	
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Licensing/Regulatory Information

Refer to Unit Descriptor

Pre-Requisites

Prerequisite units		

Employability Skills Information

Employability skills	This unit contains employability skills.
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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.
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Elements and Performance Criteria

ELEMENT	PERFORMANCE CRITERIA
1. Identify requirements for meta-tags	1.1. Identify scope and uses of material from previous and existing business and stakeholder requirements process 1.2. Determine appropriate type and structure of meta-tags, taking into account identified client needs, requirements and expectations 1.3. Identify and incorporate new or contemporary client requirements and expectations
2. Analyse material	2.1. Use analysis and description tools, standards, precedents and techniques that are appropriate, given the nature of the material 2.2. Ensure analysis of subject content of the material reflects the expected client usage requirements 2.3. Clearly distinguish significant information from minor information 2.4. Ensure concepts derived from analysis of material are appropriate to the business requirements and intended use
3. Create meta-tags	3.1. Develop meta-tags using appropriate software 3.2. Ensure meta-tags represent concepts appropriately, depending on the overall purpose and intended use of the material 3.3. Ensure meta-tags conform to general conventions and business rules 3.4. Develop reference structure of descriptors, where required to display relationships to assist clients 3.5. Enhance meta-tags to meet identified client needs
4. Test and monitor meta-tagging practices and procedures	4.1. Test meta-tagging of material and make changes, if necessary 4.2. Regularly review meta-tagging practices and procedures to ensure that client needs are being met 4.3. Regularly review industry developments in meta-tagging and take appropriate action to improve practices 4.4. Check meta-tags regularly for internal consistency and compliance with established structure, rules and authorities

Required Skills and Knowledge

REQUIRED SKILLS AND KNOWLEDGE

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

Required skills

- Utilising meta-tag tools
- Communicating with clients
- Modelling of data processes
- HTML writing
- Analysis skills

Required knowledge

- Data modelling in relation to developing the conceptual data model
- Business operating systems in relation to data sources
- Decision support systems in relation to knowledge management strategies
- Functions and features of databases
- OH&S principles and responsibilities in regard to self and others
- DBMS fundamentals in relation to overall unit of competency
- Meta-standards (e.g. Dublin core, simple HTML ontology extensions)
- Document indexing and search engines

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.

Overview of assessment

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

Evidence of the following is essential:

- Assessment must confirm the ability to analyse information and then assign clear meta-tags for easy retrieval of information.

To demonstrate competency in this unit the person will require access to:

- Information and materials
- Business requirements
- Metadata software

Context of and specific resources for assessment

The breadth, depth and complexity covering planning and initiation of alternative approaches to skills or knowledge applications across a broad range of technical and/or management requirements, evaluation and coordination would be characteristic.

Assessment must ensure:

- self-directed application of knowledge and skills, with substantial depth in some areas where judgement is required in planning and selecting appropriate equipment, services and techniques for self and others.
- Applications involve participation in development of strategic initiatives as well as personal responsibility and autonomy in performing complex technical operations or organising others. It may include participation in teams including teams concerned with planning and evaluation functions. Group or team coordination may also be involved.

Method of assessment

The purpose of this unit is to define the standard of performance to be achieved in the workplace. In undertaking training and assessment activities related to

EVIDENCE GUIDE

	this unit, consideration should be given to the implementation of appropriate diversity and accessibility practices in order to accommodate people who may have special needs. Additional guidance on these and related matters is provided in ICA05 Section 1. • Competency in this unit should be assessed using summative assessment to ensure consistency of performance in a range of contexts. This unit can be assessed either in the workplace or in a simulated environment. However, simulated activities must closely reflect the workplace to enable full demonstration of competency. • Assessment will usually include observation of real or simulated work processes and procedures and/or performance in a project context as well as questioning on underpinning knowledge and skills. The questioning of team members, supervisors, subordinates, peers and clients where appropriate may provide valuable input to the assessment process. The interdependence of units for assessment purposes may vary with the particular project or scenario.
Guidance information for assessment	Holistic assessment with other units relevant to the industry sector, workplace and job role is recommended An individual demonstrating this competency would be able to: • Demonstrate understanding of a broad knowledge base incorporating theoretical concepts, with substantial depth in some areas • Analyse and plan approaches to technical problems or management requirements • Transfer and apply theoretical concepts and/or technical or creative skills to a range of situations • Evaluate information, using it to forecast for planning or research purposes • Take responsibility for own outputs in relation to broad quantity and quality parameters • Take some responsibility for the achievement of group outcomes

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	• Maintain knowledge of industry products and services
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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.

Stakeholder may include:

- sponsor
- user
- development team
- project team

Client may include but is not limited to:

- internal departments
- external organisations
- individual people
- internal employees

Software may include:

- Tag master
- Meta Builder 2

Unit Sector(s)

Unit sector	Documentation
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Co-requisite units

Co-requisite units	

Co-requisite units		

Competency field

Competency field	
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