

INFORMATION COLLECTION DEVELOPMENT

TVET CDACC unit Code: LIS/CU/LIA/CR/01/5/MA

ISCED Unit Code: 0322 451 06A

Duration of Unit: 100 hours

Relationship to Occupational Standards

This unit addresses the unit of Competency: Perform Information Collection Development

Unit Description

This unit covers the competencies required to perform information collection development. It entails: Compiling New Inventory, Conducting weeding of Information materials and Compiling Information disposal lists.

Summary of Learning Outcomes

By the end of this unit, the learner should be able to:

S/No	Learning Outcomes	Duration (Hours)
1.	Compile new inventory	35
2.	Conduct weeding of information material	35
3.	Compile information disposal list	30
Total		100

Learning Outcomes, Content and Suggested Assessment Methods

Learning Outcome	Content	Suggested Assessment Methods
1. Compile new inventory	1.1.Introduction to collection development 1.2.Definition of terms 1.3.Purpose of collection development 1.4.Assessment of User needs • Observation • Questionnaires • Interviews 1.5.Compilation of Information materials • Policy	• Practical • Project • Portfolio of evidence • Third party report • Written Assessment

Learning Outcome	Content	Suggested Assessment Methods
	• Procedure 1.6.Documentation of Inventory lists • Policy • Procedure • Categories of inventory lists • Purpose of documentation • Advantages / Disadvantages of inventory lists	• Group discussions
2. Conduct weeding information material	2.0.Definition of terms 2.1 Identification of information materials • Survey • User needs 2.2 Retrieval of information materials • Policy • Procedure • Retrieval tools 2.2.1Nature of information materials • Print • Non print 2.2.2 Weeding of information materials • Policy • Procedure • Purpose of weeding 2.3 Packaging of information materials (weeded) • List of items • Materials to be used for packaging	• Practical • Project • Portfolio of evidence • Third party report • Written Assessments • Group discussions

Learning Outcome	Content	Suggested Assessment Methods
	• Methods of packaging	
3. Compile information disposal lists	3.1 types of information disposal lists 3.2 Sorting of Information materials to be disposed • Nature of information materials 3.2.1 Generate disposal list • Policy • Nature of information materials • Methods of disposal 3.3 Packaging of information materials for disposal • Methods of packaging • Resources available for packaging 3.4 Labelling of information materials • Specification on the disposal list.	• Practical assessment • Project • Portfolio of evidence • Third party report • Written assessments

Suggested Methods of Delivery

- Demonstration by trainer
- Practice
- Simulation/Role play
- Group Discussion
- Presentations
- Assignments

Recommended Resources for 25 trainees

- 13 Computers
- 25 Set of stationeries
- 2 Charts
- 1 Video clips
- 5 Audio tapes
- 1 Theory classroom
- 1 Computer lab
- 1 Copyright law manual
- Internet
- 1 White board
- Assorted tools and equipment

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