

PERFORM RESTORATION OF INFORMATION MATERIALS

TVET CDACC Unit Code: LIS/OS/LIA/CR/04/5/MA

ISCED Unit Code: 0322 451 05A

UNIT DESCRIPTION

This unit covers the competencies required Perform Restoration of Information. The Competencies includes: Identify Information Materials, Binding Information Materials and Perform Reprographic Services.

ELEMENT	PERFORMANCE CRITERIA
These describe the key outcomes which make up workplace function.	These are assessable statements which specify the required level of performance for each of the elements. <i>Bold and italicized terms are elaborated in the range.</i>
1. Identify information materials	1.1 List of information materials for restoration is received as per work requirement. 1.2 List against the information materials to be repaired is verified as per work procedure. 1.3 <i>Extent of damage</i> of the information materials to be repaired is examined as per work procedure.
2. Binding information materials	2.1 information materials for restoration are sorted as per work procedure. 2.2 Pagination of information materials to be restored is confirmed as per work procedures. 2.3 <i>information materials</i> are bound as per work procedure.
3. Perform reprographic services	3.1 information materials upon verification for reproduction are received as per work requirement. 3.2 information materials for reproduction is sorted as per work procedure 3.3 <i>List of information materials reproduced is generated</i> as per work procedure.

RANGE

This section provides work environments and conditions to which the performance criteria apply. It allows for different work environment and situations that will affect performance.

Variable	Range
1. Extent of damage of information materials includes but not limited to:	• Extreme • Partial
2. Bound information materials includes but not limited to:	• Vello • Spiral • Case • Wire
3. Generated list of information materials reproduced includes but not limited to:	• Number of information materials reproduced

REQUIRED KNOWLEDGE AND UNDERSTANDING

The individual needs to demonstrate knowledge of:

- Preservation principles and practices
- Restoration techniques
- Emergency preparedness
- Legal and regulatory knowledge
- Ethical considerations

SKILLS

The individual needs to demonstrate the following skills:

- ICT proficiency
- Communication
- Analysis
- Synthesis and evaluation
- Decision making
- Management
- Leadership
- Problem solving

EVIDENCE GUIDE

This provides advice on assessment and must be read in conjunction with the performance criteria, required skills and knowledge and range.

1.Critical Aspects of Competency	Assessment requires evidence that the candidate: 1.1 <i>Examined the extent of damage</i> of the information materials to be repaired as per work procedure. 1.2 <i>Bound information materials</i> as per work procedure. 1.3 <i>Generated list of information materials reproduced</i> as per work procedure.
2.Resource Implications	The following resources must be provided: 2.1 Access to relevant workplace or 2.2 appropriately simulated environment where assessment can take place 2.3 Resources relevant to the proposed activities or task
3.Methods of Assessment	Competency may be accessed through: 3.1 Practical assessment 3.2 Project 3.3 Portfolio of evidence 3.4 Third party reports

	3.5 Group discussions 3.6 Written assessment
4.Context of Assessment	This competency may be assessed in a work place or in a simulated work place
5.Guidance information for assessment	Holistic assessment with other units relevant to the industry sector, workplace and job role is recommended

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