CUL50111 **Diploma of Library and Information Services**

NOTE: This qualification is no longer open for enrolment, any information provided below is only for reference.

Overview

This specialist course is designed to equip students with the necessary skills and knowledge to qualify as a Library Technician and satisfy industry requirements. Designed for para-professionals, the Diploma qualification enables students to work confidently in different specialist areas including working as a team leader or supervisor in a library. In smaller libraries, this may involve a critical leadership and management position. This qualification is delivered in conjunction with Library Training Services Australia (LTSA) RTO 32275

You'll Learn To

Working at this level, students may support professional librarians with higher level duties such as copy or original cataloguing; acquisition and maintenance of library resources; assisting customers with complex reference queries or inter-library loan/document supply requests; deliver group training sessions for staff or clients in relation to work tasks or information literacy skills; show customers how to use multimedia equipment, software and/or other technologies; use social media tools to communicate with library stakeholders and/or to promote library services; promote reading and literature; and conduct community engagement activities and events. Students will also improve their understanding of copyright and licensing issues and best practice customer service.

Career Opportunities

Job roles and titles vary across different industry sectors. Possible job titles relevant to this qualification include:

- Library Technician
- Circulation Supervisor
- Interlibrary Loans Technician/Officer
- Access Services Officer
- Collection Services Development Officer/Technician
- Digital Services Officer
- Document Delivery Officer
- Information Services Officer
- Journals Officer
- Metadata Officer
- Regional Curator
- Special Collections Officer
- Technical Services Officer
- Cataloguer
- Reference Services Officer/Technician
- Serials Officer/Technician
- Acquisitions Officer/Technician

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Locations & Hours

Our blended learning approach combines the flexibility of distance learning with the practical support of face to face (via Skype) or live training via web tutorials, telephone support, or online forums which are all overseen by a qualified Trainer and Assessor. Students will be required to volunteer or work in a Library context.

Accreditation

This qualification is nationally recognised under the Australian Qualification Framework (AQF).

Duration

We allow up to 13 months (full time) and up to 22 months (part-time) to complete this course, although your actual completion time may be less depending on prior experience and the time you commit to your study.

Pricing & Payment Options

This course has a price of $8,500, and the following payment options are available:

- VET FEE-HELP (eligibility requirements apply)
- Payment Plans

Entry Requirements

Although no prior qualifications are required according to the Training Package requirements, candidates entering into this course may:

- Have completed, partially completed, CUL40111 Certificate IV in Library, Information and Cultural Services, or other relevant qualifications;

OR

- Have vocational experience in a range of work environments in senior support roles but with no formal qualifications, for example assisting in a variety of library settings without a formal library qualification

To complete the course successfully:

- Students must have a Language, Literacy and Numeracy level of between 3 – 4;
- Students must have access to a library workplace, either through paid employment or in a voluntary capacity;
- Students are required to have a suitably qualified supervisor in the library setting for support and guidance and to assist in the monitoring of the Training Plan. The supervisor should possess at least the equivalent qualification or higher.

Course Structure

To obtain this qualification, you must complete the following 19 units of competency delivered across four stages.

	Unit Of Competency Description	Unit of Competency Code
Stage 1	Consolidate and maintain industry knowledge	CULIND401A
	Use social media tools for collaboration and engagement	ICAWEB201A
	Promote literature and reading	CULINL501A
	Monitor compliance with copyright and licence requirements	CULRSK501A
	Contribute to collection management	CULICM601A
	Provide multimedia support	CULDMT301A
	Ensure a safe workplace	BSBOHS509A
Stage 2	Manage quality customer service	BSBCUS501B
	Develop and promote activities, events and public programs	CULEVP503A
	Promote team effectiveness	BSBWOR402A
	Obtain information from external and networked sources	CULINS402A
	Search library and information databases	CULINS403A
	Provide subject access and classify material	CULINM502A
Stage 3	Complete a range of cataloguing activities	CULINM401A
	Use and monitor advanced functions of integrated library management systems	CULINM503A
	Manage collection maintenance and preservation procedures	CULICM602A
	Maintain digital repositories	CULICM501A
	Extend own information literacy skills to locate information	CULINL601A
	Plan, organise and deliver group-based learning	TAEDEL401A

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