Australian Government

Department of Education, Employment and Workplace Relations

CUL50104 Diploma of Library-Information Services

Release: 1

INDUSTRY SKILLS COUNCILS
Creating Australia's Future

CUL50104 Diploma of Library_Information Services

Modification History

Not applicable.

Description

Not applicable.

Pathways Information

Not applicable.

Licensing/Regulatory Information

Not applicable.

Entry Requirements

Not applicable.

Employability Skills Summary

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CUL50104 Diploma of Library/Information Services
The following table contains a summary of the Employability Skills required for a librarian technician (with IT focus), public library technician, corporate library technician and school library technician. The Employability Skills facets described here are broad industry requirements that may vary depending on qualification packaging options.

Employability Skill	Industry requirements for this qualification include:
Communication	• communicating and negotiating with senior management about potential change requirements • interpreting needs of customers • developing and maintaining industry and community networks • writing classification entries
Teamwork	• consulting with colleagues on potential service enhancements • working with others to enhance cataloguing practices
Problem Solving	• suggesting solutions to address shortcomings in cataloguing practices
Initiative and Enterprise	• developing an approach to conflicting workplace demands • filling an unusual information request • generating options to address workplace issues
Planning and Organising	• analysing content and format of material • assessing the costs and benefits of a new system or service • determining cataloguing priorities
Self-management	• following workplace procedures and codes of practice • projecting a professional image when representing the organisation to the community • taking responsibility in line with job role
Learning	• coaching colleagues in ways of accepting diversity in relation to colleagues and customers • conducting workplace training • identifying training needs in relation to diversity issues • keeping up-to-date with industry developments and practices • mentoring colleagues • using online help to improve own knowledge and skills

Employability Skill	Industry requirements for this qualification include:
Technology	• investigating user-friendliness of technological formats • using cataloguing tools and automated systems • using the internet for research

Packaging Rules

Core Units
Complete 10 core units: CULLB002B Obtain information from external and networked sources to meet customer needs CULLB003B Research and analyse information to meet customer needs CULLB412C Undertake cataloguing activities CULLB506C Catalogue and classify material CULLB508C Monitor and enhance information access CULLB509C Select and acquire information materials CULLB602C Use, evaluate and extend own information literacy skills BSBFLM503B Manage effective workplace relationships CUEOHS01C Implement workplace health, safety and security procedures TAADEL301B Provide training through instruction and demonstrated work skills

Elective Units
Complete 8 other units with at least 3 from one or more of the following areas of the CUL04 Museum and Library/Information Services Training Package: • Library Practice • Information Organisation and Management • Library Customer Service • Preventive Conservation • Public Programs • Multimedia • Information and Computer Technology • Recordkeeping **Remaining units may be selected from any relevant endorsed Training Package**. Appendix A provides guidance on suitable packaging levels for all Units of

Core Units
Competency. The total package of units must meet the requirements of the Australian Qualifications Framework Descriptor for a Diploma. In all cases selection of electives must be guided by the job outcome sought, local industry requirements and the level of the qualification.

Notes on Diploma of Library/Information Services
This qualification is designed to reflect the role of individuals, who use a range of specialised, technical or managerial competencies to plan, carry out and evaluate the work of self and/or team.
The workplace context for this qualification will vary, and this context must guide the selection of elective units. Examples of appropriate units for particular jobs at this level follow.
Library Technician (**with IT focus**)
CULLB001B Develop and apply knowledge of the library/information services industry
BSBADM403A Develop and use complex databases
CUFIMA01A Produce and manipulate digital images
CUFMEM12A Update web pages
CUSADM03A Manage a project
CUVADM05B Plan and develop information management systems
ICAB4169B Use development software and IT tools to build a basic website
Public Library Technician
CULLB510C Develop and maintain community/stakeholder relationships
CULMS406C Deliver information, activities and events
CUEIND03B Integrate accessibility principles into work practices
CUETEM09B Manage diversity
CUFMEM12A Update web pages
ICAU3126B Use advanced features of computer applications
ICAB4169B Use development software and IT tools to build a basic website
PSPETHC501B Promote the values and ethos of public service
SRXHRM001B Manage volunteers (pre-requisite leadership skills required. See note in unit)
Corporate Library Technician
BSBADM306A Create electronic presentations
BSBADM403A Develop and use complex databases
BSBRKG501A Determine business or records system specifications
BSBRKG502A Manage and monitor business or records systems
BSBRKG503A Develop and maintain a classification scheme
CUFMEM12A Update web pages
ICAB4169B Use development software and IT tools to build a basic website
ICAU3126B Use advanced features of computer applications
School Library Technician
CULMS406C Deliver information, activities and events
BSBADM306A Create electronic presentations
CHCCHILD2C Support the rights and safety of children within duty of care requirements
CUEFIN02C Manage a budget
CUEFIN03C Obtain sponsorship

CUEIND03B Integrate accessibility principles into work practices
CUVICS03B Develop innovative ideas at work
THHGHS03B Provide first aid