BSB31215 Certificate III in Library and Information Services

Release 2
BSB31215 Certificate III in Library and Information Services

Modification History

<table>
<thead>
<tr>
<th>Release</th>
<th>Comments</th>
</tr>
</thead>
<tbody>
<tr>
<td>Release 2</td>
<td>This qualification first released with BSB Business Services Training Package Version 3.0. Version created to update codes and titles in unit list.</td>
</tr>
<tr>
<td>Release 1</td>
<td>This qualification first released with BSB Business Services Training Package Version 2.0.</td>
</tr>
</tbody>
</table>

Qualification Description

This qualification reflects the role of individuals who use a broad range of skills and knowledge in a wide variety of environments.

Licensing/Regulatory Information

No licensing, legislative or certification requirements apply to this qualification at the time of publication.

Entry Requirements

Nil

Packaging Rules

Total number of units = 12
6 core units plus
6 elective units, of which:

- 4 must be selected from Group A
- up to 2 may be from Group A and/or Group B
- up to 2 may be from any currently endorsed Training Package or accredited course at Certificate II, III or IV level.

Elective units must be relevant to the work environment and the qualification, maintain the integrity of the AQF alignment and contribute to a valid, industry-supported vocational outcome.
Core Units
BSBCUS201 Deliver a service to customers
BSBLIB304 Develop and use information literacy skills
BSBWHS302 Apply knowledge of WHS legislation in the workplace
BSBWOR203 Work effectively with others
CUAIND202 Develop and apply knowledge of information and cultural services
ICTICT203 Operate application software packages

Elective Units
Group A
BSBCON401 Work effectively in a business continuity context
BSBEBU401 Review and maintain a website
BSBINM301 Organise workplace information
BSBITU309 Produce desktop published documents
BSBLIB301 Catalogue objects into collections
BSBLIB302 Develop and apply knowledge of archives
BSBLIB303 Provide multimedia support
BSBLIB305 Use established cataloguing tools
BSBLIB306 Process and maintain information resources
BSBMKG414 Undertake marketing activities
BSBRKG301 Control records
BSBRKG302 Undertake disposal
BSBRKG303 Retrieve information from records
BSBRKG304 Maintain business records
BSBRKG305 Review recordkeeping functions
BSBRKG401 Review the status of a record
BSBRKG402 Provide information from and about records
BSBRKG404 Monitor and maintain records in an online environment
BSBSUS401 Implement and monitor environmentally sustainable work practices
CUAIND301 Work effectively in the creative arts industry
CUADIG303 Produce and prepare photo images
CUACNM301 Move and store collection material
CUAATS301 Develop and apply knowledge of Aboriginal or Torres Strait Islander cultural arts
ICPDMT321 Capture a digital image
ICPDMT322 Edit a digital image
ICPPRP322 Digitise images for reproduction
ICPPRP397 Transfer digital files
ICTWEB201 Use social media tools for collaboration and engagement
SIRXSL5001 Sell to the retail customer
SITTGD001 Interpret aspects of local Australian Indigenous culture
SITXCOM002 Show social and cultural sensitivity
SITXCOM003 Provide a briefing or scripted commentary

**Group B**
BSBLIB201 Assist with circulation services
BSBLIB202 Process information resource orders
CUAEVP201 Assist with the staging of public activities and events
ICTICT204 Operate a digital media technology package

### Qualification Mapping Information

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<thead>
<tr>
<th>Code and title</th>
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<th>Comments</th>
<th>Equivalence status</th>
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<tr>
<td>current version</td>
<td>previous version</td>
<td>Updates to codes and titles in the unit list</td>
<td>Equivalent qualification</td>
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<td>BSB31215 Certificate III in Library and Information Services Release 2</td>
<td>BSB31215 Certificate III in Library and Information Services Release 1</td>
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</tbody>
</table>

### Links

Companion Volume implementation guides are found in VETNet - https://vetnet.education.gov.au/Pages/TrainingDocs.aspx?q=11ef6853-ceed-4ba7-9d87-4da407e23c10