



Australian Government

BSB31215 Certificate III in Library and Information Services

Release 2

BSB31215 Certificate III in Library and Information Services

Modification History

Release	Comments
Release 2	This qualification first released with BSB Business Services Training Package Version 3.0. Version created to update codes and titles in unit list.
Release 1	This qualification first released with BSB Business Services Training Package Version 2.0.

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

SIRXSLS001 Sell to the retail customer

SITTGDE001 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

Code and title current version	Code and title previous version	Comments	Equivalence status
BSB31215 Certificate III in Library and Information Services Release 2	BSB31215 Certificate III in Library and Information Services Release 1	Updates to codes and titles in the unit list	Equivalent qualification

Links

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