BSB42115 Certificate IV in Library and Information Services
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Modification History

<table>
<thead>
<tr>
<th>Release</th>
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<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>
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<tr>
<td>Release 1</td>
<td>This qualification first released with BSB Business Services Training Package Version 2.0.</td>
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Qualification Description

This qualification reflects the role of individuals who use well developed skills and a broad knowledge base in a wide variety of contexts. They apply solutions to a defined range of unpredictable problems, and analyse and evaluate information from a variety of sources. They may provide leadership and guidance to others with some limited responsibility for the output of others.

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 = 15

6 core units plus

9 elective units, of which:

- 5 elective units must be selected from Group A
- 2 elective units must be selected from Group A and/or Group B
- 2 elective units may be selected from Group A, B and/or Group C or from any currently endorsed Training Package or accredited course at Certificate III, IV or Diploma 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**

- BSBCUS301 Deliver and monitor a service to customers
- BSBIPR401 Use and respect copyright
- BSBLD403 Lead team effectiveness
- BSBLIB303 Provide multimedia support
- BSBLIB402 Consolidate and maintain industry knowledge
- BSBWHS401 Implement and monitor WHS policies, procedures and programs to meet legislative requirements

**Elective Units**

**Group A**

- BSBLIB201 Assist with circulation services
- BSBLIB401 Record and maintain collection information
- BSBLIB403 Complete a range of cataloguing activities
- BSBLIB404 Use integrated library management systems
- BSBLIB405 Assist customers to access information
- BSBLIB406 Obtain information from external and networked sources
- BSBLIB407 Search library and information databases
- CUACNM401 Assess the significance of collection objects
- CUACNM403 Work with cultural material
- CUA4EP401 Present information on activities, events and public programs
- CUA4EP402 Design and develop interpretive displays
- CUAPRE401 Implement preventive conservation activities

**Group B**

- BSBCON401 Work effectively in a business continuity context
- BSBEBU401 Review and maintain a website
- BSBRKG502 Manage and monitor business or records systems
- CPCCWHS1001 Prepare to work safely in the construction industry
- CUACNM402 Prepare display mounts for collection material
- CUA4EP403 Install and dismantle exhibition elements
ICPPRP422 Digitise complex images for reproduction
ICPPRN386 Troubleshoot digital media
ICTWEB201 Use social media tools for collaboration and engagement
ICTWEB420 Write content for web pages
SITTGDE005 Prepare and present tour commentaries or activities
SITTGDE006 Develop and maintain the general and regional knowledge required by guides
SITTGDE010 Prepare specialised interpretive content on cultural and heritage environments
SITXMPR001 Coordinate production of brochures and marketing materials

**Group C**
BSBLIB301 Catalogue objects into collections
BSBLIB302 Develop and apply knowledge of archives
BSBLIB305 Use established cataloguing tools
BSBLIB306 Process and maintain information resources
BSBSUS401 Implement and monitor environmentally sustainable work practices
BSBWOR301 Organise personal work priorities and development
BSBWRT301 Write simple documents
ICTICT104 Use digital devices
ICTICT203 Operate application software packages
SISXFAC003 Implement facility maintenance programs
TAEDEL301 Provide work skill instruction

### Qualification Mapping Information

<table>
<thead>
<tr>
<th>Code and title current version</th>
<th>Code and title previous version</th>
<th>Comments</th>
<th>Equivalence status</th>
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<tbody>
<tr>
<td>BSB42115 Certificate IV in Library and Information Services Release 2</td>
<td>BSB42115 Certificate IV in Library and Information Services Release 1</td>
<td>Updates to codes and titles in the unit list</td>
<td>Equivalent qualification</td>
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Links

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