BSB52115 Diploma of Library and Information Services

Modification History

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<th>Release</th>
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<tr>
<td>Release 3</td>
<td>This version first released with BSB Business Services Training Package Version 5.0. Version created to update Elective Unit list.</td>
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<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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<td>Release 1</td>
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Qualification Description

This qualification reflects the role of individuals with a sound theoretical knowledge base who use a range of specialised, technical or managerial competencies to plan, carry out and evaluate their own work or the work of a team. They may provide leadership and guidance to others and have some 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 = 19

7 core units plus

12 elective units, of which:

- 9 elective units must be selected from Group A and/or Group B
- up to 3 may be selected from Group A, B and/or Group C, or any currently endorsed Training Package or accredited course at Certificate IV, Diploma or Advanced 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.

**Note:** To meet accreditation requirements as a Library Technician, at least 7 elective units must be from Group A.

**Core Units**
- BSBCUS501 Manage quality customer service
- BSBLDR403 Lead team effectiveness
- BSBLIB402 Consolidate and maintain industry knowledge
- BSBLIB503 Develop and promote activities, events and public programs
- BSBLIB513 Monitor compliance with copyright and licence requirements
- BSBLIB604 Extend own information literacy
- ICTSAS410 Identify and resolve client IT problems

**Elective Units**

**Group A**
- BSBEBU401 Review and maintain a website
- BSBLIB403 Complete a range of cataloguing activities
- BSBLIB406 Obtain information from external and networked sources
- BSBLIB407 Search library and information databases
- BSBLIB506 Maintain digital repositories
- BSBLIB507 Promote literature and reading
- BSBLIB508 Analyse and describe information resources
- BSBLIB509 Provide subject access and classify material
- BSBLIB510 Use and monitor advanced functions of integrated library management systems
- BSBLIB511 Research and analyse information to meet customer needs
- BSBLIB512 Develop and maintain community and stakeholder relationships
- BSBLIB603 Contribute to collection management

**Group B**
- BSBCON601 Develop and maintain business continuity plans
- BSBLIB501 Manage lending and borrowing processes for collections
- BSBLIB502 Manage the development of collections
- BSBLIB504 Develop exhibition concepts
- BSBLIB505 Develop disaster management plans
- BSBLIB601 Research and document collection material
- BSBLIB602 Develop and monitor procedures for the movement and storage of collection material
BSLIB605 Analyse and describe specialist and complex material
BSBPMG522 Undertake project work
BSBRKG502 Manage and monitor business or records systems
BSBRKG601 Define recordkeeping framework
BSBRKG608 Plan management of records over time
BSBRSK501 Manage risk
BSBSUS501 Develop workplace policy and procedures for sustainability
BSBWHS521 Ensure a safe workplace for a work area
BSBWOR501 Manage personal work priorities and professional development
BSBWOR502 Lead and manage team effectiveness
CHCVOL003 Recruit, induct and support volunteers
CUAATS504 Work with Aboriginal and Torres Strait Islander cultural material
CUACNM501 Assess the significance of collections
CUAEVP501 Coordinate the installation and dismantling of exhibitions
CUAEVP502 Develop and implement exhibition interpretive strategies
CUACNMM601 Manage collection maintenance and preservation procedures
FNSORG501 Develop and manage a budget
ICTWEB417 Integrate social web technologies
ICTWEB418 Use development software and IT tools to build a basic website
ICTWEB420 Write content for web pages
SITTGDE005 Prepare and present tour commentaries or activities
SITTGDE010 Prepare specialised interpretive content on cultural and heritage environments

Group C
BSBLIB303 Provide multimedia support
BSBLIB305 Use established cataloguing tools
BSBMKG413 Promote products and services
BSBWRT401 Write complex documents
CHCDIV001 Work with diverse people
CHCLLN001 Respond to client language, literacy and numeracy needs
CUAEVP403 Install and dismantle exhibition elements
CUAFIM401 Obtain revenue to support operations
FNSPIM412 Participate in formal communication processes
ICTICT308 Use advanced features of computer applications
ICTWEB201 Use social media tools for collaboration and engagement
SITXHRM002 Roster staff
TAEDES401 Design and develop learning programs
Qualification Mapping Information

No equivalent qualification. Supersedes and is not equivalent to CUL50111 Diploma of Library and Information Services.

Links