



Australian Government

Department of Education, Employment and Workplace Relations

CUL40104 Certificate IV in Library-Information Services

Release: 1

CUL40104 Certificate IV in 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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CUL40104 Certificate IV in Library/Information Services

The following table contains a summary of the Employability Skills required for a library assistant who may provide leadership and guidance to others. 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	<ul style="list-style-type: none"> creating catalogue descriptions delivering information sessions interpreting and completing workplace documentation responding to customer enquiries using industry and information networks
Teamwork	<ul style="list-style-type: none"> working collaboratively as a team member in a library/information service environment, including leading a team
Problem Solving	<ul style="list-style-type: none"> adjusting search mechanisms determining approach to conflicting information identifying and resolving cataloguing problems
Initiative and Enterprise	<ul style="list-style-type: none"> finding solutions to unusual information requests from customers
Planning and Organising	<ul style="list-style-type: none"> analysing complex information for relevance to customer needs prioritising cataloguing tasks
Self-management	<ul style="list-style-type: none"> acting responsibly within job role following workplace procedures including OHS organising one's own time effectively
Learning	<ul style="list-style-type: none"> conducting training presenting information to others; providing OHS information to work team taking responsibility for improving own work-related skills
Technology	<ul style="list-style-type: none"> developing and using databases updating web pages using search engines and automated systems

Packaging Rules

Core Units

Core Units**Complete 10 core units:**

CULLB001B Develop and apply knowledge of the library/information services industry

CULLB002B Obtain information from external and networked sources to meet customer needs

CULLB005B Search databases

CULLB302C Use cataloguing tools

CULLB401C Assist customers to access information

CULLB412C Undertake cataloguing activities

CULLB602C Use, evaluate and extend own information literacy skills

BSBFLM412A Promote team effectiveness

CUEOHS01C Implement workplace health, safety and security procedures

ICAU2006B Operate computing packages

Elective Units**Complete 6 other units with at least 3 from one or more of the following areas of the CUL04 Museum and Library/Information Services Training Package:**

- Information Organisation and Management
- Library Customer Service
- Public Programs
- Preventive Conservation
- 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 Competency. The total package of units must meet the requirements of the Australian Qualifications Framework Descriptor for a Certificate IV. 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 Certificate IV in Library/Information Services

This qualification is designed to reflect the role of individuals who apply a broad range of skills, including evaluation and planning, and who may provide leadership and guidance to others, with some responsibility for group outcomes.

The workplace context for this qualification will vary, and this context must guide the selection of elective units. An example of appropriate units for a particular job at this level follows.

Library Assistant

CULLB003B Research and analyse information to meet customer needs

CULMS406C Deliver information, activities and events

BSBADM403A Develop and use complex databases

BSBCMN406A Maintain business technology

CUFMEM12A Update web pages

TAADEL301B Provide training through instruction and demonstrated work skills