



Australian Government

Department of Education, Employment and Workplace Relations

CUL60104 Advanced Diploma of Library-Information Services

Release: 1

CUL60104 Advanced Diploma of 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

Employability Skills Summary

Advanced Diploma of Library/Information Services

The following table contains a summary of the Employability Skills required for a supervising library technician. 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"> • communicating policy options to colleagues • developing and maintaining industry and community networks • negotiating • writing routine and complex information descriptors
Teamwork	<ul style="list-style-type: none"> • consulting with colleagues on policy development, system improvements and operational issues • leading a team • showing sensitivity to cultural and social differences when communicating with others
Problem Solving	<ul style="list-style-type: none"> • adjusting information descriptors to meet specific customer needs • assessing and managing risk factors • resolving conflict • taking the workplace context into account when assessing needs and implementing systems or changes
Initiative and Enterprise	<ul style="list-style-type: none"> • creating an innovative work environment • developing activities that engage and inform an audience and/or visitors • managing change
Planning and Organising	<ul style="list-style-type: none"> • contributing to policy development and resource allocation • developing and implementing operational plans • developing and managing budgets • planning and developing activities, events and programs • planning and developing information management systems • planning the analysis and description process for a major collection
Self-management	<ul style="list-style-type: none"> • adhering to workplace practices and procedures • applying the workplace vision and mission • demonstrating leadership qualities • taking responsibility within limits of job role

Learning	<ul style="list-style-type: none"> • assessing staff training needs • coaching colleagues in ways of accepting diversity in relation to colleagues and customers • developing information activities for visitors • identifying training needs in relation to diversity issues • providing formal and informal professional development activities
Technology	<ul style="list-style-type: none"> • evaluating technological developments • using automated systems • using the internet for research

Packaging Rules

Core Units
<p>Complete 13 core units:</p> <p>CULLB001B Develop and apply knowledge of the library/information services industry</p> <p>CULLB003B Research and analyse information to meet customer needs</p> <p>CULLB505C Analyse and describe information materials</p> <p>CULLB506C Catalogue and classify material</p> <p>CULLB508C Monitor and enhance information access</p> <p>CULLB510C Develop and maintain community/stakeholder relationships</p> <p>CULLB701C Analyse and describe specialist/complex material</p> <p>CULLB708C Manage information access</p> <p>CULMS506C Plan and develop activities, events and programs</p> <p>BSBFLM503B Manage effective workplace relationships</p> <p>CUEOHS01C Implement workplace health, safety and security procedures</p> <p>CUEFIN02C Manage a budget</p> <p>CUVADM05B Plan and develop information management systems</p>
Elective Units
<p>Complete 8 other units with at least 4 from one or more of the following areas of the Museum and Library/Information Services Training Package:</p> <ul style="list-style-type: none"> • Information Organisation and Management • Library Customer Service

Core Units

- Preventive Conservation
- Multimedia
- Information and Computer Technology
- Recordkeeping
- Business Administration and Management
- Finance
- Human Resources

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 an Advanced Diploma. 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 Advanced Diploma of Library/Information Services

This qualification is designed to reflect the role of individuals who analyse, diagnose, design and execute judgements across a broad range of technical or management functions and who have a wide range of specialised technical, creative or conceptual skills. They are also responsible for group outcomes.

This qualification is considered highly appropriate as a skills recognition tool. Higher education qualifications, such as Bachelor Degrees, are also available in this area.

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.

Supervising Library Technician

BSBMGT612A Plan and implement a knowledge management system

CUEFIN01C Develop a budget

CUETEM09B Manage diversity

CUSADM06A Develop and implement an operational plan

CUSADM09A Address legal and administrative requirements

CUVICS06B Create an innovative work environment

SRXHRM001B Manage volunteers (pre-requisite leadership skills required. See note in unit)

THHGLE22A Manage risk