Australian Government

BSB30420 Certificate III in Library and Information Services

Release: 1

BSB30420 Certificate III in Library and Information Services

Modification History

Release	Comments
Release 1	This version first released with BSB Business Services Training Package Version 7.0.

Qualification Description

This qualification reflects the role of individuals who use a broad range of skills and knowledge in a wide variety of environments. The job roles that relate to this qualification may include Library Assistant.

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:

- 3 elective units must be selected from Group A
- 1 elective unit must be selected from Group B
- for the remaining 2 elective units:
  - up to 2 units may be selected from Groups A and B
  - if not listed, up to 2 units may be selected from a Certificate II, Certificate III or Certificate IV from this or any other currently endorsed Training Package qualification or accredited course.

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

BSBINS301 Develop and use information literacy skills

BSBOPS304 Deliver and monitor a service to customers

BSBTEC201 Use business software applications

BSBWHS311 Assist with maintaining workplace safety

BSBXTW301 Work in a team

CUAIND202 Develop and apply knowledge of information and cultural services organisations

Elective units

Group A – Information Services

BSBINS201 Process and maintain workplace information

BSBINS203 Assist with circulation services

BSBINS304 Process and maintain information resources

BSBINS305 Participate in cataloguing activities

BSBINS306 Provide multimedia support

BSBINS307 Retrieve information from records

BSBINS308 Control records

BSBINS309 Maintain business records

BSBINS404 Search library and information databases

Group B – Transferable Skills

BSBCRT311 Apply critical thinking skills in a team environment

BSBINS202 Handle receipt and dispatch of information

BSBINS302 Organise workplace information

BSBINS303 Use knowledge management systems

BSBOPS305 Process customer complaints

BSBOPS306 Record stakeholder interactions

BSBPEF301 Organise personal work priorities

BSBTWK301 Use inclusive work practices

BSBXCM301 Engage in workplace communication

BSBXCS303 Securely manage personally identifiable information and workplace information

BSBXDB301 Respond to the service needs of customers and clients with disability

CUAEVP211 Assist with the staging of public activities or events

ICPPRP3220 Digitise images for reproduction

ICTWEB306 Develop web presence using social media

Qualification Mapping Information

No equivalent qualification. Supersedes but is not equivalent to BSB31215 Certificate III in Library and Information Services.

Links

Companion Volume Implementation Guide is found on VETNet - https://vetnet.education.gov.au/Pages/TrainingDocs.aspx?q=11ef6853-ceed-4ba7-9d87-4da40 7e23c10