Australian Government

BSB40720 Certificate IV in Library and Information Services

Release: 1

BSB40720 Certificate IV 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 well developed skills and a broad knowledge base in a wide variety of environments. These individuals apply solutions to a defined range of unpredictable problems and analyse and evaluate information from a variety of sources. 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 = 14

5 core units plus

9 elective units, of which:

- 4 elective units must be selected from Group A
- 2 elective units must be selected from Group B
- for the remaining 3 elective units:
  - up to 3 units may be selected from Groups A and B
  - if not listed, up to 3 units may be selected from a Certificate III, Certificate IV or Diploma 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

BSBINS404 Search library and information databases

BSBINS406 Assist customers to access information

BSBINS407 Consolidate and maintain library industry knowledge

BSBOPS404 Implement customer service strategies

BSBWHS311 Assist with maintaining workplace safety

Elective units

Group A – Information Services Skills

BSBINS305 Participate in cataloguing activities

BSBINS401 Analyse and present research information

BSBINS402 Coordinate workplace information systems

BSBINS403 Obtain information from external and networked sources

BSBINS405 Use integrated library management systems

BSBINS408 Provide information from and about records

BSBINS409 Maintain and monitor digital information and records

CUAEVP411 Present information on activities, events or public programs

Group B – Transferable Skills

BSBCRT411 Apply critical thinking to work practices

BSBLDR411 Demonstrate leadership in the workplace

BSBPEF402 Develop personal work priorities

BSBPMG430 Undertake project work

BSBWRT311 Write simple documents

BSBXCM401 Apply communication strategies in the workplace

BSBXCS401 Maintain security of digital devices

ICPPRP422 Digitise complex images for reproduction

ICTWEB306 Develop web presence using social media

SIRXCEG004 Create a customer-centric culture

Qualification Mapping Information

No equivalent qualification. Supersedes but is not equivalent to BSB42115 Certificate IV 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-4ba7-9d87-4da407e23c10