



Australian Government

BSB50520 Diploma of Library and Information Services

Release: 1

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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 with a sound theoretical knowledge base in library and information services, who use a range of specialised technical competencies to plan, carry out and evaluate their own work or the work of a team. They may help people locate information, undertake research, as well as analyse and communicate information, ideas and concepts at a complex level. They may provide leadership and guidance to others and have some responsibility for the output of others. The job roles that relate to this qualification may include Library Technician and Research Assistant.

To meet accreditation requirements for the Australian Library and Information Association (ALIA) as a Library Technician, the candidate must have completed at least 70 hours of work placement as detailed in the Assessment Requirements of units of competency.

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 = 16

4 core units plus

12 elective units, of which:

- 7 elective units must be selected from Group A
- 1 elective unit must be selected from Group B
- 2 elective units must be selected from Group C
- for the remaining 2 elective units:
 - up to 2 units may be selected from Groups A, B and C

- if not listed, up to 2 units may be selected from a Certificate IV, Diploma or Advanced 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

BSBINS407 Consolidate and maintain library industry knowledge
BSBINS503 Monitor compliance with copyright and licence requirements
BSBINS602 Extend own information literacy skills to locate information
ICTSAS432 Identify and resolve client ICT problems

Elective units

Group A – Library Services

BSBINS403 Obtain information from external and networked sources
BSBINS404 Search library and information databases
BSBINS504 Maintain digital repositories
BSBINS506 Implement lending and borrowing processes for collections
BSBINS507 Use advanced functions of integrated library management systems
BSBINS508 Research and analyse information to meet library customer needs
BSBINS509 Promote literature and reading
BSBINS510 Develop community and stakeholder relationships in a library environment
BSBINS511 Develop and promote library activities, events and public programs
BSBINS516 Undertake cataloguing activities
BSBINS604 Contribute to collection management

Group B – Information Services Skills

BSBINS501 Implement information and knowledge management systems
BSBINS502 Coordinate data management
BSBINS505 Provide subject access and classify material
BSBINS512 Monitor business records systems
BSBINS513 Contribute to records management framework
BSBINS514 Contribute to records retention and disposal schedule
BSBINS515 Participate in archiving activities
BSBINS601 Manage knowledge and information
BSBINS603 Initiate and lead applied research
CUAPRE401 Implement preventative conservation activities
CUACNM601 Manage collection maintenance and preservation procedures

Group C – Transferable Skills

BSBCMM411 Make presentations
BSBDAT501 Analyse data

BSBLDR414 Lead team effectiveness
BSBOPS304 Deliver and monitor a service to customers
BSBOPS404 Implement customer service strategies
BSBOPS503 Develop administrative systems
BSBPEF501 Manage personal and professional development
BSBPMG430 Undertake project work
BSBTEC403 Apply digital solutions to work processes
BSBTEC405 Review and maintain organisation's digital presence
BSBWHS411 Implement and monitor WHS policies, procedures and programs
BSBWRT411 Write complex documents
BSBXCS402 Promote workplace cyber security awareness and best practices
TAEDEL301 Provide work skill instruction
TAEDEL401 Plan, organise and deliver group-based learning

Qualification Mapping Information

No equivalent qualification. Supersedes but is not equivalent to BSB52115 Diploma of 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>