BSB52115 Diploma of Library and Information Services

Release 3

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Modification History

Release	Comments
Release 3	This version first released with BSB Business Services Training Package Version 5.0. Version created to update Elective Unit list.
Release 2	This qualification first released with BSB Business Services Training Package Version 3.0. Version created to update codes and titles in unit list.
Release 1	This qualification first released with BSB Business Services Training Package Version 2.0.

Qualification Description

This qualification reflects the role of individuals with a sound theoretical knowledge base who use a range of specialised, technical or managerial competencies to plan, carry out and evaluate their own work or the work of a team. They may provide leadership and guidance to others and have some responsibility for the output of others.

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 = 19

7 core units plus

12 elective units, of which:

- 9 elective units must be selected from Group A and/or Group B
- up to 3 may be selected from Group A, B and/or Group C, or any currently endorsed Training Package or accredited course at Certificate IV, Diploma or Advanced Diploma level.

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.

Note: To meet accreditation requirements as a Library Technician, at least 7 elective units must be from Group A.

Core Units

BSBCUS501 Manage quality customer service

BSBLDR403 Lead team effectiveness

BSBLIB402 Consolidate and maintain industry knowledge

BSBLIB503 Develop and promote activities, events and public programs

BSBLIB513 Monitor compliance with copyright and licence requirements

BSBLIB604 Extend own information literacy

ICTSAS410 Identify and resolve client IT problems

Elective Units

Group A

BSBEBU401 Review and maintain a website

BSBLIB403 Complete a range of cataloguing activities

BSBLIB406 Obtain information from external and networked sources

BSBLIB407 Search library and information databases

BSBLIB506 Maintain digital repositories

BSBLIB507 Promote literature and reading

BSBLIB508 Analyse and describe information resources

BSBLIB509 Provide subject access and classify material

BSBLIB510 Use and monitor advanced functions of integrated library management systems

BSBLIB511 Research and analyse information to meet customer needs

BSBLIB512 Develop and maintain community and stakeholder relationships

BSBLIB603 Contribute to collection management

Group B

BSBCON601 Develop and maintain business continuity plans

BSBLIB501 Manage lending and borrowing processes for collections

BSBLIB502 Manage the development of collections

BSBLIB504 Develop exhibition concepts

BSBLIB505 Develop disaster management plans

BSBLIB601 Research and document collection material

BSBLIB602 Develop and monitor procedures for the movement and storage of collection material

BSBLIB605 Analyse and describe specialist and complex material

BSBPMG522 Undertake project work

BSBRKG502 Manage and monitor business or records systems

BSBRKG601 Define recordkeeping framework

BSBRKG608 Plan management of records over time

BSBRSK501 Manage risk

BSBSUS501 Develop workplace policy and procedures for sustainability

BSBWHS521 Ensure a safe workplace for a work area

BSBWOR501 Manage personal work priorities and professional development

BSBWOR502 Lead and manage team effectiveness

CHCVOL003 Recruit, induct and support volunteers

CUAATS504 Work with Aboriginal and Torres Strait Islander cultural material

CUACNM501 Assess the significance of collections

CUAEVP501 Coordinate the installation and dismantling of exhibitions

CUAEVP502 Develop and implement exhibition interpretive strategies

CUACNM601 Manage collection maintenance and preservation procedures

FNSORG501 Develop and manage a budget

ICTWEB417 Integrate social web technologies

ICTWEB418 Use development software and IT tools to build a basic website

ICTWEB420 Write content for web pages

SITTGDE005 Prepare and present tour commentaries or activities

SITTGDE010 Prepare specialised interpretive content on cultural and heritage environments

Group C

BSBLIB303 Provide multimedia support

BSBLIB305 Use established cataloguing tools

BSBMKG413 Promote products and services

BSBWRT401 Write complex documents

CHCDIV001 Work with diverse people

CHCLLN001 Respond to client language, literacy and numeracy needs

CUAEVP403 Install and dismantle exhibition elements

CUAFIM401 Obtain revenue to support operations

FNSPIM412 Participate in formal communication processes

ICTICT308 Use advanced features of computer applications

ICTWEB201 Use social media tools for collaboration and engagement

SITXHRM002 Roster staff

TAEDES401 Design and develop learning programs

Qualification Mapping Information

No equivalent qualification. Supersedes and is not equivalent to CUL50111 Diploma of Library and Information Services.

Links

Companion Volume Implementation Guides are available from VETNet - https://vetnet.education.gov.au/Pages/TrainingDocs.aspx?q=11ef6853-ceed-4ba7-9d87-4da407e23c10