



Certificate III in Library and Information Services

BSB31215

- Nationally Recognised Training
- Traineeship Allowed
- This training is subsidised by the NSW Government

DURATION
37 Weeks

ATTENDANCE
Part Time

DELIVERY
Virtual classroom off campus

START DATE
Anytime

LOCATION
Western NSW multiple locations: Connected
Cnr Browne & Harold Sts, Forbes

STUDY COMMITMENT
10.7 Hours Per Week

How much time on average each week you will need to commit to successfully complete this course.

Hours include class attendance/participation, directed study, and any required work placements.

You may also need to do additional hours of self-directed study.

Studying with TAFE NSW

With over 25,000 industry connections*, teachers experienced in the latest industry trends plus state-of-the-art facilities, it's easy to see why TAFE NSW is Australia's largest training provider. Want even more reasons to study with us?

*TAFE NSW current employer database as of May 2017



85.9%
EMPLOYER SATISFACTION

NSW EMPLOYERS ARE VERY SATISFIED WITH THE QUALITY OF THE NATIONALLY RECOGNISED TRAINING WE DELIVER*



80%
OF GROWTH AREAS COVERED

WE OFFER TRAINING IN 80% OF THE OCCUPATIONS PREDICTED TO HAVE THE GREATEST GROWTH OVER THE NEXT 5 YEARS^



83%
GRADUATE SATISFACTION

TAFE NSW ENJOYS A RATING WELL ABOVE THE NATIONAL AVERAGE FOR THE OVERALL QUALITY OF TRAINING#



93%
WOULD RECOMMEND TAFE NSW

AS A TRAINING PROVIDER - NATIONAL VET AVERAGE 90%**

Source: ^ employment.gov.au, * Graduate Satisfaction Survey - Undergraduate [Quality Indicators of Teaching and Learning (QILT) - Course Experience Questionnaire 2017-2018]. * NCVET, Survey of Employers' Use and Views of the VET System, 2017. ** VET - NCVET Graduate Outcomes Survey 2018

OVERVIEW

The nationally accredited Certificate III in Library Information Services is perfect for those with an interest in literature and customer service. Providing you with a variety of skills, both unique to this industry and transferable, this course is an excellent starting point for a rewarding library career.

LEARN NEW SKILLS

Through a mix of theory and practical coursework, learn to:

- Information literacy - how to identify fake news
- Customer service
- Teamwork
- WHS legislation
- Circulation and using computers and other electronic devices in a library environment

DEVELOP YOUR TALENT

Develop the attributes to help you get ahead:

- Passion for literature, working with people and encouraging readers to get lost in a good book
- A patient and caring nature
- Strong customer service skills
- Good organisation and self-motivation
- An enjoyment of conducting research and using digital mediums

ACHIEVE YOUR GOALS

Completing this course provides you with:

- A nationally recognised qualification at Certificate III level

Career opportunities:

- Library assistant

GROW YOUR CAREER

Take your career further with the:

- Certificate IV in Library and Information Services

ENTRY REQUIREMENTS

When you study with TAFE NSW, we want you to succeed. Entry requirements allow us to make sure that you have the right pre-existing knowledge and skills to achieve your chosen qualification. You will need to provide evidence that you meet the requirements listed in this section.

ENTRY REQUIREMENTS

There are no entry requirements for this qualification. You can enrol now.

Traineeship

TAFE NSW also offers the Certificate III in Library and Information Services as a traineeship. To be eligible to enrol as a trainee you must:

- Be employed in the library and information services environment as this course is delivered in the workplace
- Have a signed traineeship contract

Thinking about a traineeship? Enquire today.

ADDITIONAL REQUIREMENTS

With 130 locations across the state, TAFE NSW tailors qualifications to meet the needs of the local community and specific student groups (like apprentices, fast-tracked and online students). To make sure this course is the right fit for you, we will need you to demonstrate that you can meet the additional requirements below.

To successfully complete this course, you will need access to a computer with MS Office or similar, Internet connection

OTHER COURSE INFORMATION

Discover the skills you need, for the job you want at a [TAFE NSW Information Session](#).

STUDY COMMITMENT

This is a blended part time evening course. You will need to approximately 10.7 hours of study per week.

You may also be required to complete approximately 19.6 hours of additional study each week outside of class hours, including private study, research and assignment preparation.

This course is offered by Connected Classroom. This is just like a regular classroom, but teachers and students use the latest video conferencing technologies.

Your teacher can be in one TAFE location, and you can join the class from another TAFE location using video conferencing equipment or a mobile device. You can also join in from a venue in a participating regional community. You will be able to see and talk to your teacher and other students as though they were in the room with you. You will also have access to support to meet your learning needs.

IS THIS COURSE RIGHT FOR YOU?

This course is designed for people who are skilled independent students and who are considering a future working in the library sector.

We offer student services and study support to ensure you can achieve your goals. Learn about TAFE NSW [Student Services](#)

As a TAFE NSW student in this course, you will have access to:

- LinkedIn Learning (formerly Lynda.com)
- Smarthinking - after hours online study support service
- Easy computing online short courses
- Access to local TAFE libraries
- Accessibility and Disability Support Services
- Access to Read&Write learning support software at TAFE and at home

ATTENDANCE

This course is currently scheduled on Thursday from 8.00pm to 9.00pm. This timetable may change and will be confirmed by your teacher.

FEE DETAILS

SUBSIDISED PRICES

FIRST QUALIFICATION *
\$1,320.00

SUBSEQUENT QUALIFICATION
\$1,580.00

TRAINEESHIP **
\$1,000.00

CONCESSION
\$240.00

NON-SUBSIDISED PRICE

FULL FEE
\$6,080.00

*If you are 35 years old or over and are looking for work you may be eligible for the mature age workers **Fee-Free** scholarship which will be verified at enrolment.

You may be eligible for the NSW Smart & Skilled **Fee-Free Traineeship which will be verified at enrolment.

WHAT DO THESE PRICES MEAN?

First Qualification Fee

Applies to a student who does not already hold a post-school qualification from any tertiary sector (TAFE, private provider or University), and includes any vocational (certificates, Diplomas, Advanced Diplomas) and higher education (degree) qualifications achieved in Australia or overseas previously.

Subsequent Qualification Fee

Applies to a student who already holds one or more post-school qualifications from any tertiary sector (TAFE, private provider or University), and includes any vocational (certificates, Diplomas, Advanced Diplomas) and higher education (degree) qualifications achieved in Australia or overseas previously.

Apprenticeship Fee

Eligible apprentices are exempt from fees when undertaking an apprenticeship under the NSW Government's Fee Free Apprenticeship. For apprentices who are not eligible, apprenticeship qualification fees are capped at \$2,000.

For more information visit the [Fee Free Apprenticeships](#) page.

Traineeship Fee

Applies to a student undertaking a traineeship qualification under a traineeship pathway, with fees are capped at \$1,000.

For more information visit the [Apprenticeships and Traineeships](#) page.

Concession Fees

Applies to eligible disadvantaged students who receive a specified Commonwealth Government welfare benefit or allowance. Concession fees are discounted, with flat fees applied across a qualification level.

For more information on concessions and exemptions, visit the [Smart and Skilled Fee Exemption and Concessions](#) page

on the Smart and Skilled website.

For more information on Smart and Skilled funding, visit the [Smart and Skilled](#) page.

SMART AND SKILLED FEES

This course is government-subsidised, meaning you pay a portion of the full course fee to TAFE NSW and the NSW Government will pay the balance. However, you must meet certain eligibility criteria for this to apply.

Depending on your previous qualifications and experience, your fee may be less than the maximum fee quoted. Your actual fee and eligibility for concession/exemption will be calculated and confirmed during the enrolment process. Payment plans are available through TAFE NSW for Smart and Skilled eligible qualifications.

For further information about eligibility and explanations of the different fee categories, visit [Are You Eligible?](#)

READ BEFORE YOU ENROL

Learn about TAFE NSW [Fees](#)

Learn about TAFE NSW [Payment/Funding](#)

RECOGNITION

Recognition is a process of acknowledging previously completed qualifications, skills, knowledge or experience relevant to your course. This may reduce the amount of learning required, reduce your course fees and allow you to achieve your qualification faster.

Learn about Recognition at TAFE NSW [Recognition](#)

HOW TO ENROL

Enrolling with us is easy, though the exact process does depend on your course and any prerequisites that go with it. Be sure to read all course information carefully to make sure it is the right qualification, location and study type for you. Enrol and pay online via our secure payment gateway to secure your place. As you progress through the enrolment process you will be prompted to provide additional information.

For further information or assistance, call 131 601.

If you are interested in studying as a Trainee please call 131 601 for full details. (only if available as a trainee)

UNITS

UNIT CODE	UNIT DESCRIPTION
BSBCUS201	Deliver a service to customers
BSBLIB304	Develop and use information literacy skills
BSBWHS302	Apply knowledge of WHS legislation in the workplace
BSBWOR203	Work effectively with others
CUAIND202	Develop and apply knowledge of information and cultural services organisations
ICTICT203	Operate application software packages
BSBLIB201	Assist with circulation services
BSBLIB302	Develop and apply knowledge of archives
BSBLIB303	Provide multimedia support
BSBLIB305	Use established cataloguing tools
BSBLIB306	Process and maintain information resources
CUA EVP201	Assist with the staging of public activities and events

NEXT STEPS

Need more information? Call our customer support team on 131 601 or [submit an enquiry](#)