

COURSE CODE

BSB31215

COURSE

Certificate III in Library and Information Services

ENROL TODAY

TAFENSW.EDU.AU or 131 601

WHY CHOOSE TAFE NSW?



Opens career doors. Our industry relationships lead many students directly into work with a range of employers including agencies, studios, galleries and fashion houses.



Global prospects. TAFE NSW graduates possess the technical knowledge, creative-thinking and specialised skills that are highly sought after by employers around the world.



State-of-the-art facilities. Purpose-built creative studios and industry standard software mean you will master the same tools of the trade as leading professionals.



Industry exposure. TAFE NSW partners with industry to provide you with hands-on experience through networking, sponsor programs, competitions, talks, lectures and other creative industry events.



Recognised and respected. TAFE NSW has built its reputation on delivering trusted, industry aligned and nationally recognised training for over 130 years.

Certificate III in Library and Information Services

National Course Code: BSB31215 | TAFE NSW Code: BSB31215-01V02-20NCO-007

Qualification Level	Certificate III
Study Type	Online
Course Start Date	Anytime
Hours Per Week	12.2
Duration	52 Weeks
Delivery Locations	TAFE Digital
Course Fees	<p>Subsidised Prices First Qualification: \$1,320.00 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. Subsequent Qualification: \$1,580.00 Traineeship: \$1,000.00 You may be eligible for the NSW Smart & Skilled Fee-Free Traineeship which will be verified at enrolment. Concession: \$240.00</p> <p>Non-subsidised Prices Full Fee: \$6,080.00</p>
Course Features	Nationally Recognised Training Traineeship Allowed This training is subsidised by the NSW Government

Course Description

This qualification reflects the role of individuals who use a broad range of skills and knowledge in a wide variety of environments.

Licensing/Regulatory Information

No licensing, legislative or certification requirements apply to this qualification at the time of publication.

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.

There are no entry requirements for this qualification

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:

- reliable internet and access to a computer or suitable mobile device, to complete learning activities and assessments
- work placement is not mandatory but is recommended to support learning

Information Sessions and more about the course

INFORMATION SESSIONS

There are no information sessions currently scheduled for this course.

STUDY COMMITMENT

This is an online course. You will need to complete approximately 12.2 hours of study each week, for your enrolment duration of 52 weeks. You can increase the hours of online study per week to complete the course sooner.

You may also be required to complete approximately 11 hours of additional study each week outside of online study hours, including private study, assignment preparation, and research.

IS THIS COURSE RIGHT FOR YOU?

This course offering is designed for people who:

- choose to complete their course online, and may be currently working, or hoping to work in the library industry
- are able to work independently
- have low to medium-level digital and researching skills
- have good time management skills
- have organisational skills to take responsibility for following their Individual Training Plan and managing the study schedule required for the course

SERVICES AND STUDY SUPPORT

There are additional learning and study tools available for this course, including:

- Educational Support Officers
- Aboriginal and/or Torres Strait Islander Student Support and Services
- Accessibility and Disability Services
- Personal Counselling
- Vocational Counselling
- Learning Support
- International Student Support
- Scholarships
- Multicultural Support

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

An individual training plan will be provided when you enrol in this course. Your plan will outline the recommended study timetable and detail your units and assessments.

Fee Details

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?](#)

ADDITIONAL RESOURCES

You will need to provide for yourself the following resources which you will keep when you complete your study:

- all resources provided as part of the course, however, it is expected that additional independent research is undertaken as part of individual private study

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.

Find out more about [Applying and Enrolling](#)

Units

BSBCUS201	Deliver a service to customers
BSBWHS302	Apply knowledge of WHS legislation in the workplace
CUAIND202	Develop and apply knowledge of information and cultural services organisations
BSBLIB304	Develop and use information literacy skills
ICTICT203	Operate application software packages
BSBWOR203	Work effectively with others
BSBLIB201	Assist with circulation services
BSBLIB306	Process and maintain information resources
BSBLIB303	Provide multimedia support
BSBLIB407	Search library and information databases
BSBLIB305	Use established cataloguing tools
ICTWEB201	Use social media tools for collaboration and engagement