



Certificate IV in Library and Information Services

BSB42115

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

DURATION
16 Weeks

ATTENDANCE
Full Time

DELIVERY
Combination

START DATE
Enquire Now

LOCATION
Ultimo, Main Campus
651-731 Harris Street, Ultimo

STUDY COMMITMENT
26.5 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

This qualification reflects the role of individuals who use well developed skills and a broad knowledge base in a wide variety of contexts. They apply solutions to a defined range of unpredictable problems, and analyse and evaluate information from a variety of sources. They may provide leadership and guidance to others with some limited 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

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

OTHER COURSE INFORMATION

Depending on enrolment numbers there may be 2 separate timetables. Alternative timetable run Wed, Thurs, Friday delivered between hours of 9-5 on these days.

INFORMATION SESSIONS

To find out more about this course, meet our teachers and receive information about enrolment and next steps, attend an information session.

Date	Time	Location
Wednesday 2 June 2021	4:00pm to 5:00pm	Ultimo Campus, Building G, Level 3, Room TBA
Monday 21 June 2021	5:00pm to 6:00pm	Join Information Session Here
Thursday 24 June 2021	11:00am to 12:00pm	Ultimo Campus, Building G, Level 3, Room TBA

STUDY COMMITMENT

This is a full-time blended course. You will need to attend approximately 26.5 hours of class, over 3 days a week, for 16 weeks.

You may also be required to complete approximately 11.5 hours of additional study each week outside of class hours, including private study and assignment preparation.

IS THIS COURSE RIGHT FOR YOU?

This course offering is designed for people who:

- are looking to skill themselves for roles as a library assistant in the library sector.
- have no formal qualifications in Library and Information Studies no pre-requisites for entry to the course.
- learn best when able to access face to face study with access to teaching staff for guidance.
- comfortable with mixed modes of delivery.

SERVICES AND STUDY 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

The way you learn may change during your enrolment to ensure the best learning experience or to keep you safe as COVID-19 restrictions change, and some of our face to face classes may change to online or virtual classroom learning. Also, to ensure that we keep you safe while studying, we may modify our face to face classes to meet physical distancing requirements and increased cleaning on campus. If work placement and the demonstration of practical skills are requirements of your course, there may be a modification or delay in the planned timeframe due to COVID-19 impacts. Be assured, we'll keep you informed every step of the way.

This course is currently scheduled on Tuesday 9:00am to 5:00pm, Wednesday 9:00am to 5:00pm and Thursday from 9:00am to 5:00pm. This timetable may change and will be confirmed by your teacher.

FEE DETAILS

SUBSIDISED PRICES

FIRST QUALIFICATION *
\$1,980.00

SUBSEQUENT QUALIFICATION
\$2,310.00

TRAINEESHIP **
\$1,000.00

CONCESSION
\$240.00

NON-SUBSIDISED PRICE

FULL FEE
\$7,750.00

*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

Enrolments for this course have now closed.

[Enquire now](#) and we will contact you when enrolments open. Visit our [Online Courses](#) to view our range of study options that you can start anytime.

UNITS

UNIT CODE	UNIT DESCRIPTION
BSBCUS301	Deliver and monitor a service to customers
BSBIPR401	Use and respect copyright
BSBLDR403	Lead team effectiveness
BSBLIB303	Provide multimedia support
BSBLIB402	Consolidate and maintain industry knowledge
BSBWHS401	Implement and monitor WHS policies, procedures and programs to meet legislative requirements
BSBLIB201	Assist with circulation services
BSBLIB305	Use established cataloguing tools
BSBLIB306	Process and maintain information resources
BSBLIB404	Use integrated library management systems
BSBLIB405	Assist customers to access information
BSBLIB406	Obtain information from external and networked sources
BSBLIB407	Search library and information databases
ICPPRP422	Digitise complex images for reproduction
ICTWEB201	Use social media tools for collaboration and engagement

NEXT STEPS

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