

COURSE CODE

**BSB52115**

COURSE

## **Diploma of 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.

# Diploma of Library and Information Services

National Course Code: BSB52115 | TAFE NSW Code: BSB52115-01V03-20ULT-008

Qualification Level	Diploma
Study Type	Part Time Day
Course Start Date	Enquire Now
Hours Per Week	14
Duration	2 Years
Delivery Locations	Ultimo
Course Fees	<p><b>Subsidised Prices</b>            First Qualification: \$3,600.00            Subsequent Qualification: \$4,060.00            Traineeship: \$1,000.00            You may be eligible for the NSW Smart &amp; Skilled <b>Fee-Free</b> Traineeship which will be verified at enrolment.</p>
Course Features	<p>Nationally Recognised Training            Traineeship Allowed            This training is subsidised by the NSW Government            VET Student Loans Available</p>

## Course 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.

## 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 formal entry requirements for this course.

It is assumed that you have literacy, numeracy and technical skills at Certificate IV level for success in this course. Contact your TAFE NSW campus if you have any questions about your suitability.

### 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:

The Library and Information section undertakes to organise a placement at a suitable library. The placement is normally undertaken for 2 days a week for 8 weeks in a learner's final semester of the Diploma in their last term. Pattern of attendance can also be a block or 1 day a week. Typically a 9-5 day with breaks. Work placement is in the 2nd/final semester of the course.

## Information Sessions and more about the course

### 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 24 June	4:00PM and Monday 20 July 2:00PM	<a href="#">Join Information Session Here</a>

### STUDY COMMITMENT

This is a part time day blended course. You will need to attend approximately 11 hours of class, over 2 days a week, for 64 weeks. As well as the in-class component, you will need to complete approximately 3 hours of other study per week.

You may also be required to complete approximately 5.5 hours of additional study each week outside of class hours, including Private study, assessment preparation, individual research, and reading of course materials and articles.

### IS THIS COURSE RIGHT FOR YOU?

This course offering is designed for people who:

- School leavers who have completed their HSC
- Mature age learners
- Learners who are studying for a change of career
- Learners that have completed the Certificate 3 or Certificate 4 or both and are using these as a pathway to the Diploma qualification
- Learners who require some flexibility in attendance being able to study in the classroom, online or a blend of both.

### 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

To keep you safe while studying, some of our face to face classes may be replaced with online or connected learning. We have also modified our face to face classes to meet physical distancing requirements and increased cleaning on campus. As restrictions ease, the way you attend your class may change again. If work placement and the demonstration of practical skills are requirements of your course, due to the impacts of COVID 19 there may be a delay or modification in being able to undertake these aspects of your course in the planned timeframe. Be assured, we'll keep you informed every step of the way.

This course is currently scheduled on Monday from 9.00am to 5.00pm and Tuesday 12:00pm to 2:00pm. This timetable may change and will be confirmed by your teacher.

## 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.

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

### PAYMENT OPTIONS AND ASSISTANCE

This course is approved for a Commonwealth VET Student Loan (VSL). If you meet the VSL eligibility and academic suitability requirements, you are able to apply to the Commonwealth for a loan to cover all or part of your course fee. We will ask you whether you would like to apply for a VET Student Loan when you enrol and advise you of the process.

**To complete your VET Student Loan application, you will need to provide:**

- Your Tax File Number (TFN). If you don't have a TFN, [click here](#) for information on how to apply for one. You can complete your loan application with a Certificate of Application for a TFN, but must provide your TFN as soon as it is issued. If you don't provide your TFN before your first census day, you will need to pay the tuition fees for that unit of study.
- Your Commonwealth Higher Education Student Support Number (CHESSN). If you have previously accessed a loan via the Higher Education Loan Program (HELP), either at TAFE or university, you will already have a CHESSN. You must use the same CHESSN whenever you access a student loan. If you don't have CHESSN, we will allocate one on your behalf.

To be eligible for a VET Student Loan, you will need to be assessed as academically suitable to undertake high level VET study. You will need to provide:

- A copy of your Australian Year 12 Certificate; OR
- A copy of a certificate showing that you have been awarded a qualification at level 4 or above in the Australian Qualifications Framework (where the language of instruction was English). If you previously completed a Certificate IV or higher qualification at TAFE NSW, just let us know where and when you studied in your application; OR
- Display competence at Exit Level 3 in the Australian Core Skills Framework in both reading and numeracy through an approved Language, Literacy and Numeracy test. We will let you know if this is required once you apply.

If you intend to apply for a VET Student Loan, its important you know your [student obligations](#).

Find out more about [VET Student Loans](#)

Direct payment by Unit of Study instalments is available for this course.

The Units of Study and associated fees for this course are detailed above. Fees are charged on the census day for each Unit of Study. To secure a loan for part or all of your course, you must be eligible and submit a valid application to the Commonwealth for a VET Student Loan. You may withdraw prior to the census date without incurring a fee.

## 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

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 skills to locate information
ICTSAS410	Identify and resolve client ICT problems

BSBLDR403	Lead team effectiveness
BSBCUS501	Manage quality customer service
BSBLIB305	Use established cataloguing tools
TAEDEL301	Provide work skill instruction
BSBLIB407	Search library and information databases
BSBLIB603	Contribute to collection management
BSBLIB511	Research and analyse information to meet customer needs
BSBLIB509	Provide subject access and classify material
BSBLIB507	Promote literature and reading
BSBLIB506	Maintain digital repositories
BSBLIB406	Obtain information from external and networked sources
BSBLIB403	Complete a range of cataloguing activities
BSBEBU401	Review and maintain a website
BSBLIB510	Use and monitor advanced functions of integrated library management systems

## Career Opportunities

Small Museum or Gallery Manager, Library Technician, Cultural Centre Director.