



Government
Funding
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QUALIFICATION OVERVIEW

The BSB42115 Certificate IV in Library and Information Services could be for you if you love being surrounded by books, arts and artefacts, or have a passion for art galleries or museums.

WHAT WE OFFER

Our experienced trainers will provide you with in-depth knowledge on how to:

- Organise and maintain information resources
- Maintain library collections and spaces
- Use advance searching skills - searching library databases
- Use and support multimedia equipment
- Cataloguing skills
- Customer service skills – providing customer service via a variety information channels including: face to face, online and the use of social media.

The training is delivered by industry experts who are committed to helping you achieve your goals, no matter where your career takes you.

Successful completion of the qualification provides you with the practical skills to work in many roles. You will also develop a solid foundation for further study.

JOB SUMMARY

This traineeship reflects the role of individuals who use well-developed skills and a broad knowledge base in library, museum and gallery contexts. These individuals apply solutions to a defined range of unpredictable problems, and they analyse and evaluate information from a variety of sources. They may also provide leadership and guidance to others with some responsibility for the output of others.

POSSIBLE JOB ROLES INCLUDE

- ⇒ **Arts officer**
- ⇒ **Centre officer in charge**
- ⇒ **Client services officer**
- ⇒ **Curatorial assistant**
- ⇒ **Gallery assistant**
- ⇒ **Heritage officer**
- ⇒ **Installation assistant**
- ⇒ **Library assistant**
- ⇒ **Museum assistant**

COURSE STRUCTURE

This qualification comprises 15 units of competency, including 6 core units and 9 elective units which must be completed. First Choice College offers the following units as a guide, however elective units will be chosen to match your individual job role where appropriate.



COURSE UNITS

TOPIC	UNIT CODE	UNIT TITLE	NOMINAL HOURS
CORE UNITS			
Customer Service	BSBCUS301	Deliver and monitor a service to customers	35
Intellectual Property	BSBIPR401	Use and respect copyright	50
Leadership	BSBLDR403	Lead team effectiveness	50
Library Services	BSBLIB303	Provide multimedia support	30
Library Services	BSBLIB402	Consolidate and maintain industry knowledge	60
Work, Health and Safety	BSBWHS401	Implement and monitor WHS policies, procedures and programs to meet legislative requirements	50
ELECTIVE UNITS			
Library Services	BSBLIB201	Assist with circulation services	15
Library Services	BSBLIB306	Process and maintain information resources	30
Library Services	BSBLIB403	Complete a range of cataloguing activities	100
Library Services	BSBLIB404	Use integrated library management systems	30
Library Services	BSBLIB405	Assist customers to access information	40
Library Services	BSBLIB406	Obtain information from external and networked sources	20
Library Services	BSBLIB407	Search library and information databases	30
Innovation	BSBINN301	Promote innovation in a team environment	40
Social Media	ICTWEB201	Use social media tools for collaboration and engagement	20

USER CHOICE FUNDING

Traineeships are funded by the Queensland Government under the User Choice Skills Assure supplier 2020–21 policy. User Choice provides a public funding contribution towards the cost of training and assessment services for eligible Queensland Apprentices and Trainees

ELIGIBILITY

You must already have an employer willing to take you on as a trainee to enrol in this programme. Talk to your employer about choosing First Choice College as your Supervising Registered Training Organisation (SRTO) or give us a call on (07) 5689 5060 and we would be happy to talk to your employer.

COST

Eligible trainees that meet the Queensland state funding requirements will be charged a set fee per nominal hour. These fees are calculated at a regulated rate of \$1.60 per nominal hour. Nominal hours will vary depending on the qualification and the electives chosen. An individual training plan will be created for Trainees that details nominal hours and associated fees.

Concession rates of 40% (\$0.64 per nominal hour) apply for students who hold a current Health Care Card or who identify as Aboriginal or Torres Strait Islander. For eligible school-based trainees, the training is fee-free

Non-funded apprentices and trainees will be charged a fee for service cost. This will be confirmed prior to the commencement of training. Information regarding costs will be outlined on the agreed training plan, which will be provided to the employer and trainee at time of induction.

For more information on User Choice funding please see:
<https://desbt.qld.gov.au/training/training-careers/incentives/userchoice>