

BSB40720 CERTIFICATE IV IN LIBRARY AND INFORMATION SERVICES



FIRST CHOICE
COLLEGE

RTO Code 31707

ARTS OFFICER
CLIENT SERVICES OFFICER
CURATORIAL ASSISTANT
GALLERY ASSISTANT
HERITAGE OFFICER
INSTALLATION ASSISTANT
LIBRARY ASSISTANT
MUSEUM ASSISTANT



This qualification is available as a traineeship funded by the Queensland Government under the User Choice Skills Assure Supplier 2021-2023 policy. **See page 2 for more details on User Choice Funding.**

TRAINEESHIP OVERVIEW

The BSB40720 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.

First Choice College will provide you with your own one-on-one personal trainer/assessor to support you on your learning journey.

Successful completion of this qualification as traineeship will provide you with the practical on the job skills to work in many roles. You will also develop a solid foundation for further study.

TRAINEESHIP DURATION

The duration of this traineeship will depend on the contract mode: Full Time or Part Time. If completing this course as a full-time traineeship, you will be provided with 24 months; and if completing as a part-time traineeship, you will be provided 48 months.

JOB SUMMARY

This course reflects the role of individuals who use well-developed skills and a broad knowledge base in library, museum and gallery contexts. 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.



Proud to be a Queensland Government
subsidised training provider

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COURSE STRUCTURE

This qualification comprises 14 units of competency, including 5 core units and 9 elective units which must be completed.

COURSE UNITS

TOPIC	UNIT CODE	UNIT TITLE	Nominal Hours
Library Services	BSBINS404	Search library and information databases	30
Library Services	BSBINS406	Assist customers to access information	40
Library Services	BSBINS407	Consolidate and maintain library industry knowledge	60
Operations	BSBOPS404	Implement customer service strategies	40
Health and Safety	BSBWHS311	Assist with maintaining workplace safety	40
ELECTIVE UNITS			
Library Services	BSBINS306	Provide multimedia support	30
Research Skills	BSBINS401	Analyse and present research information	40
Writing Skills	BSBWRT311	Write simple documents	30
Library Services	BSBINS402	Coordinate workplace information systems	40
Library Services	BSBINS403	Obtain information from external and networked sources	20
Library Services	BSBINS405	Use integrated library management systems	30
General Skills	BSBPEF402	Develop personal work priorities	40
General Skills	BSBCRT411	Apply critical thinking to work practices	50
General Skills	BSBXCM401	Apply communication strategies in the workplace	50

USER CHOICE FUNDING

Traineeships are funded by the Queensland Government under the User Choice Skills Assure supplier 2021-23 policy - providing a public funding contribution towards the cost of training and assessment services for eligible Queensland Apprentices and Trainees.

ELIGIBILITY

You must have an employer willing to take you on as a trainee. Give us a call and we can discuss traineeship options with you and/or your employer.

COST

Fees are calculated at a regulated rate of \$1.60 per nominal hour, or \$0.63 per nominal hour (40%) if on a valid concession. Nominal hours will vary between qualifications and an individual training plan will be created for Trainees that details nominal hours. For eligible school-based trainees, the training is fee-free.

Non-funded trainees will be charged a fee for service cost. This will be confirmed prior to the commencement of training.

For more information on UC Funding please see:

<https://desbt.qld.gov.au/training/training-careers/incentives/userchoice>