



BSB31215 Certificate III in Library and Information Services

National ID: BSB31215 | State ID: AZK2

About this course

Connect with people, engage with information and promote literacy and the value of libraries in the community

Our Certificate III will give you the skills and knowledge to assist in the organisation and operation of systems for **handling recorded material** - ultimately helping clients gain access to information.

This course, based at our Northbridge campus located alongside the State Library of Western Australia, has a **strong customer service focus**, and provides learning opportunities through **practical hands-on activities, industry visits** and guest speakers. Your lecturers in this course are library professionals, up-to-date with **industry best practice** and with strong connections with local library staff and organisations.

This is an ever growing and changing sector and is a vital component across various industries.

North Metropolitan TAFE gives you the option of studying this course online, students enrolling in the online study option should aim to complete the course within a 6 - 12 month time frame.

Gain these skills

- Library customer service, team work, and assisting with public activities and events
- Order, prepare, organise and promote library resources
- Use current software and social media, online catalogues and databases, multi-media and photography equipment
- Locating information
- An understanding of current library challenges and trends, including emerging technologies

Is this course right for me?

I have the following attributes:

- Good communication and interpersonal skills
- Excellent organisational skills
- Comfortable using technology
- Able to work as part of a team

Details

In order to comply with COVID-19 Government directed social distancing guidelines, some courses may include a mix of online learning, virtual classrooms (live web conferencing with your lecturer and class) and classroom delivery, as well as practical and work experience placements.

Lecturers will provide specific instructions to their student groups on how training will be undertaken.

Semester 1, 2020

Perth (Northbridge) - On Campus



Duration: **1 Semester/s**



When: **Semester 1, 2020**



How: **On campus**

Units

Core

National ID	Unit Title
BSBCUS201	Deliver a service to customers
BSBLIB304	Develop and use information literacy skills
BSBWHS302	Apply knowledge of WHS legislation in the workplace
BSBWOR203	Work effectively with others
CUAIND202	Develop and apply knowledge of information and cultural services organisations
ICTICT203	Operate application software packages

Elective

National ID	Unit Title
BSBLIB201	Assist with circulation services
BSBLIB303	Provide multimedia support
BSBLIB305	Use established cataloguing tools
BSBLIB306	Process and maintain information resources
CUADIG303	Produce and prepare photo images
CUAEVP201	Assist with the staging of public activities and events

Entrance requirements

School Leaver	Non-School Leaver	AQF
OLNA or NAPLAN 9 Band 8	C Grades in Year 10 English and Maths or equivalent	Certificate I or Certificate II

Further study

North Metropolitan TAFE offers you a range of further study opportunities, see below for a list of related courses.

Job opportunities



[Library Assistant](#) | [Library Attendant](#) | [Library Clerk](#) | [Library Officer](#)

Other job titles may include:

- Cultural Services Customer Service Officer

Please note this list should be used as a guide only as job titles and qualification requirements may vary between organisations.

Important information

Students studying part-time are advised to complete the qualification within 3 years. National changes to the qualification may result in additional studies.

Other costs for consideration:

- Text Books
- Stationery

Workplacements available upon completion of Certificate IV in Library and Information Services.

Fees and charges

Local full time students

Course fees are made up of two components, tuition fees and resource fees.

Tuition fees are determined by multiplying the course fee rate by the nominal hours, which is the number of hours in which an average student could be expected to complete each unit. They are not the hours of training or instruction.

Resource fees are charges for material that are essential to a course or unit, and are purchased by NMT to be used by students during the course.

Fees may vary depending on the units you are enrolled in so an approximate amount has been shown. You will be given the exact amount of your fees at enrolment. Part time student fees will vary depending on the number of units you are enrolled in.

Please note, you may also need to buy textbooks or equipment for your course.

International Students

Check [TAFE International WA](#) to confirm this course is available to international students. You will pay your tuition fees to TIWA.

Please note, fees are subject to change.