



BSB42115 Certificate IV in Library and Information Services

National ID: BSB42115 | State ID: AZK3

About this course

Provide excellent customer service in a library environment

This course builds on the skills and knowledge gained in BSB312154 Certificate III in Library and Information Services. Your studies could lead to employment in a **broad range of environments** such as public, hospital, law, university or school **libraries**. Or you may find work in the **information based organisations**, such as a web-based database service.

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.

To successfully complete this course, you will be required to undertake a compulsory work placement. 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 12 - 18 month time frame.

Gain these skills

- Provide leadership for library teams in areas including customer service and occupational safety and health
- Undertake cataloguing activities to describe and organise library resources
- Search online databases and retrieve information from external sources for information
- Maintain websites and use social media tools
- Assist and present information to clients to help them access library and external resources
- Build your 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
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

Elective

National ID	Unit Title
BSBEBU401	Review and maintain a website
BSBLIB306	Process and maintain information resources
BSBLIB403	Complete a range of cataloguing activities
BSBLIB405	Assist customers to access information
BSBLIB406	Obtain information from external and networked sources
BSBLIB407	Search library and information databases
ICTICT203	Operate application software packages
ICTWEB201	Use social media tools for collaboration and engagement
CUA EVP401	Present information on activities, events and public programs

Entrance requirements

School Leaver	Non-School Leaver	AQF
C Grades in Year 11 WACE General English, and OLNA or NAPLAN 9 Band 8	C Grades in Year 11 English and Maths or equivalent	Certificate II or Certificate III

Prerequisites

Completion of Certificate III in Library, and Information Services or equivalent.

Job opportunities



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

Other job titles may include:

- Collections Management Assistant
- Small Museum or Gallery Coordinator
- Museum Assistant
- Museum Visitor Liaison Officer
- Museum Visitor Services Team Leader
- Library Officer (in public, hospital, law, university, college and school libraries)

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

Industry placement is available to eligible students on completion of Certificate IV

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.