Information and Cultural Services – Certificate II

AQF VET qualification: Certificate II in Information and Cultural Services (CUL20111)

Training Package: Library, Information and Cultural Services (CUL11) version 1

BOS course name	Pattern of study	BOS course number	Schools Online (Administration) entry advice
Information and Cultural Services (120 hours)	2 units x 1 year	69000	Enter this course number for either Preliminary (Year 11) or HSC (Year 12)
Information and Cultural Services (180 hours)	3 units x 1 year	69004	Enter this course number for either Preliminary (Year 11) or HSC (Year 12)

Eligibility: Nil

Exclusions: Information and Cultural Services – Certificate III

HSC course requirements

Information and Cultural Services (120 indicative hours)

- the possible qualification outcome is a Certificate II in Information and Cultural Services (CUL20111)
- accredited for a total of 2 units at the Preliminary and/or HSC level
- attempt all core units of competency and elective units of competency to a minimum of 35 HSC indicative hours and to meet qualification packaging rules
- a minimum of 35 hours of work placement is strongly recommended.

Information and Cultural Services (180 indicative hours)

- the possible qualification outcome is a Certificate II in Information and Cultural Services (CUL20111)
- accredited for a total of 3 units at the Preliminary and/or HSC level
- attempt all core units of competency and elective units of competency to a minimum of 95 HSC indicative hours and to meet qualification packaging rules
- a minimum of 35 hours of work placement is strongly recommended.

The requirements for the completion of an HSC VET course are different to the requirements for AQF VET qualification completion. Registered Training Organisations (RTOs) need to ensure that delivery of courses meets HSC course requirements and complies with Training Package rules.

For a course to count towards the HSC program of study, students must satisfy the course completion criteria as required by the Board of Studies. (Refer to the *Assessment Certification Examination (ACE) website.*)

There must be sufficient evidence that the student has:
- followed the course developed by the Board
- applied themselves with diligence and sustained effort to the set tasks and experiences provided in the course
- achieved some or all of the course outcomes
- (where applicable) undertaken the mandatory work placement.

Unit credit for the Higher School Certificate

Information and Cultural Services HSC VET courses count as Board Endorsed unit credit for the HSC but do not contribute towards an Australian Tertiary Admission Rank (ATAR).

To facilitate flexibility of VET in the HSC, courses may be delivered as Preliminary, as HSC or as a combination of Preliminary and HSC units.

The HSC credit units will be allocated to students' Preliminary and/or HSC patterns of study as required.

The pattern of study (BOS course number) entered on *Schools Online (Administration)* should reflect the delivery of the HSC VET course over successive years. For example, delivery of a 240 HSC indicative hour course over two years should be entered as 2 units x 2 years. Students will be credentialled for the HSC credit units entered each calendar year, provided they have satisfactorily completed the course requirements for that calendar year as determined by the school, college or RTO.

Course content

CORE

Unit code and title	Status for AQF VET qualification	HSC indicative hours of credit
BSBCUS201A Deliver a service to customers	core	15
BSBOHS201A Participate in OHS processes	core	15
BSBWOR203A Work effectively with others	core	15
CULIND201A Develop and apply knowledge of information and cultural services	core	20
ICAICT203A Operate application software packages	core	20

Total HSC indicative hours for core units of competency: 85

ELECTIVE

Unit code and title	Status for AQF VET qualification	HSC indicative hours of credit
Administration		
BSBSUS201A Participate in environmentally sustainable work practices	elective – listed	15
BSBWOR204A Use business technology	elective – listed	15
CUEMAR01C Assist with marketing	elective – listed	15
CUFIND201A Develop and apply creative arts industry knowledge	elective – listed	20
PSPGOV208A Write routine workplace materials	elective – listed	20
SIRXSLS002A Advise on products and services	elective – listed	20
SITXCOM002A Work in a socially diverse environment	elective – listed	10
Collection management		
CULCNM201A Monitor collections for changes in condition	elective – listed	15
CULCNM303A Move and store collection material	elective (max 2)	20
Information management		
BSBRKG303B Retrieve information from records	elective – listed	15
CULINS201A Assist with circulation services	elective – listed	15
CULINS202A Process information resource orders	elective – listed	15
CULINS301A Process and maintain information resources	elective (max 2)	20

Unit code and title	Status for AQF VET qualification	HSC indicative hours of credit
Information technology		
ICAICT104A Use digital devices	elective – listed	15
ICAICT204A Operate a digital media technology package	elective – listed	20
ICAWEB201A Use social media tools for collaboration and engagement	elective – listed	20
Exhibitions and visitor programs		
CULEVP201A Assist with the presentation of public activities and events	elective – listed	15
CULEVP202A Provide visitors with venue information and assistance	elective – listed	15
CUVPRP202A Participate in planning work for nominated sites	elective – listed	15
CUVPRP203A Store finished creative work	elective – listed	5
SITTIND001B Develop and update tourism industry knowledge	elective – listed	20
SITXCCS001B Provide visitor information	elective – listed	15
Knowledge management		
CULINL301A Develop and use information literacy skills	elective (max 2)	15
Other		
BSBIND201A Work effectively in a business environment	elective (max 2)	20
BSBWOR202A Organise and complete daily work activities	elective (max 2)	15

AQF VET qualification

Qualification packaging rules are contained in the *Library, Information and Cultural Services Training Package (CUL11)* at http://training.gov.au.

In summary, to attain Certificate II in Information and Cultural Services (CUL20111) students must achieve 10 units of competency including:

a)   5 core units of competency

b)   5 elective units of competency:
   – minimum 3 electives listed
   – 2 units may be from a Certificate II or III level qualification in any endorsed Training Package or accredited course.

Other information

Criteria for the endorsement of Board Endorsed VET courses (VET BECs)

The criteria for endorsement of VET BECs are outlined in the *Guidelines for Stages 5 and 6 Board Endorsed VET Courses* available on the Board's website at www.boardofstudies.nsw.edu.au/voc_ed/board-endorsed-courses.html.

HSC VET course delivery

HSC VET courses can only be delivered by an RTO with the relevant qualification and units of competency on their scope of registration. Scope of registration can be checked at http://training.gov.au.

RTOs offering training programs for the delivery and assessment of Information and Cultural Services HSC VET courses must meet the requirements of the VET Quality Framework, the *Library, Information and Cultural Services Training Package (CUL11)* and the HSC course.

Information about the delivery of HSC VET courses by RTOs other than school system RTOs or TAFE NSW institutes is contained on the Board's *Assessment Certification Examination (ACE) website*.

Non-government schools outsourcing delivery of HSC VET courses to external providers also need to refer to the *Registered and Accredited Individual Non-government Schools (NSW) Manual* or *Registration Systems and Member Non-government Schools (NSW) Manual* which are available on the Board's website at www.boardofstudies.nsw.edu.au/manuals/#regaccredsystemsmanuals.

Allocation of HSC indicative hours of credit

Units of competency drawn from Training Packages are not defined in terms of duration. The amount of time required by individual students to achieve competency will vary according to their aptitude and experience. Where a training program is designed for delivery by an RTO, the RTO will specify the length of the training program according to the delivery strategies and/or curriculum resources chosen.

However, for the purposes of the HSC, VET courses must be described in terms of their indicative hours. For this reason, indicative hours for unit credit towards the HSC have been assigned to each unit of competency. It is emphasised that the assignment of indicative hours does not imply that all students will fulfil all requirements of a unit of competency within these hours. RTOs may determine that additional or fewer hours are required for the achievement of particular competencies. However, this does not alter the HSC indicative hours allocated, only the delivery hours.

Students may need to spend additional time practising skills in a work environment and completing projects and assignments, in order to fulfil Training Package assessment requirements.

Exclusions

Where there is significant overlap between an HSC VET course and other HSC VET or general education courses, the Board has an exclusion between the courses. Exclusions are applied at a course level rather than at the unit of competency level.

Students can only undertake the Information and Cultural Services (120 indicative hours) course or the Information and Cultural Services (180 indicative hours) course.

Schools should check all course exclusions when determining an appropriate pattern of study for their students.

Course exclusions for Information and Cultural Services are detailed on the first page of this course description.

Recognition of Prior Learning (RPL) and credit transfer within VET courses

Students who have current knowledge, skills or experience relevant to a VET course may be granted credit towards the course requirements.

Arrangements for RPL and credit transfer within VET courses, including processes, application forms and examples of possible scenarios, are detailed on the Board's website at www.boardofstudies.nsw.edu.au/voc_ed/rpl.html.

School-based apprentices and trainees

Information regarding provision for school-based apprentices and trainees within the HSC is available on the Board's website at www.boardofstudies.nsw.edu.au/voc_ed/apprenticeships-traineeships.html.

Information on requirements and arrangements for NSW school-based apprenticeships and traineeships is available at www.training.nsw.gov.au/individuals/apprenticeships_traineeships/school_based/index.html.

Students with special education needs

Students with special education needs may access a VET course in one of two ways:
- by undertaking the course under regular course arrangements, or
- by undertaking selected units of competency within the course that have been identified through the collaborative curriculum planning process.

For more information, see the *VET Courses and Students with Special Education Needs* fact sheet on the Board's website.

Students in Years 9 and 10 (Stage 5)

In certain circumstances students in Years 9 and 10 (Stage 5) may access Stage 6 VET courses. Further information is available on the Board's website at www.boardofstudies.nsw.edu.au/voc_ed/stage-5.html.