

Information and Cultural Services – Certificate III

AQF VET qualification: Certificate III in Information and Cultural Services (CUL30111)

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 (240 hours)	2 units x 2 years	69002	Enter this course number for both Preliminary (Year 11) and HSC (Year 12)

Eligibility: Nil

Exclusions: Information and Cultural Services – Certificate II

HSC course requirements

Information and Cultural Services (240 indicative hours)

- the possible qualification outcome is a Certificate III in Information and Cultural Services (CUL30111)
- accredited for a total of 4 units at the Preliminary and/or HSC level
- attempt all core units of competency and elective units of competency to a minimum of 135 HSC indicative hours and to meet qualification packaging rules
- a minimum of 70 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
BSBCUS301A Deliver and monitor a service to customers	core	20
BSBOHS301B Apply knowledge of OHS legislation in the workplace	core	15
BSBWOR203A Work effectively with others	core	15
CULIND201A Develop and apply knowledge of information and cultural services	core	20
CULINL301A Develop and use information literacy skills	core	15
ICAICT203A Operate application software packages	core	20

Total HSC indicative hours for core units of competency: 105

ELECTIVE

Unit code and title	Status for AQF VET qualification	HSC indicative hours of credit
Administration		
BSBINM301A Organise workplace information	elective – Group A	20
BSBITU309A Produce desktop published documents	elective – Group A	25
BSBMKG414B Undertake marketing activities	elective – Group A	25
BSBSUS301A Implement and monitor environmentally sustainable work practices	elective – Group A	30
CUAIND301A Work effectively in the creative arts industry	elective – Group A	20
SIRXSLS001A Sell products and services	elective – Group A	15
SITXCOM002A Work in a socially diverse environment	elective – Group A	10
Collection management		
CULCNM303A Move and store collection material	elective – Group A	20
Information management		
BSBRKG303B Retrieve information from records	elective – Group A	15
BSBRKG304B Maintain business records	elective – Group A	20
CULINM301A Use established cataloguing tools	elective – Group A	20

Unit code and title	Status for AQF VET qualification	HSC indicative hours of credit
Information management cont/d		
CULINS301A Process and maintain information resources	elective – Group A	20
CULINS201A Assist with circulation services	elective (max 2)	15
CULINS202A Process information resource orders	elective (max 2)	15
Information technology		
BSBEBU401A Review and maintain a website	elective – Group A	35
CUFDIG303A Produce and prepare photo images	elective – Group A	15
CULDMT301A Provide multimedia support	elective – Group A	15
ICAWEB201A Use social media tools for collaboration and engagement	elective – Group A	20
ICPMM321C Capture a digital image	elective – Group A	30
ICPMM322C Edit a digital image	elective – Group A	30
ICPPP322C Digitise images for reproduction	elective – Group A	20
ICAICT204A Operate a digital media technology package	elective (max 2)	20
Exhibitions and visitor programs		
SITTGDE009A Interpret aspects of local Australian Indigenous culture	elective – Group A	25
SITTVAF002A Provide a briefing or scripted commentary	elective – Group A	10
CULEVP201A Assist with the presentation of public activities and events	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 III in Information and Cultural Services (CUL30111) students must achieve 12 units of competency including:

- a) 6 core units of competency
- b) 6 elective units of competency:
 - minimum 4 Group A electives.

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.

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.