

Library/Information Services

BOS course name	Pattern of study	BOS course number	Schools Online (Administration) entry advice
Library/Information Services (120 hours)	2 units x 1 year	65030 (school/private provider delivered)	Enter this course number in either Preliminary (Year 11) or HSC (Year 12)*.
		45906 (TAFE NSW delivered)	

* For school-based trainees who undertake this course over two years, the course entry on Schools Online (Administration) should be made in the HSC year.

AQF VET qualification	Certificate II in Library/Information Services (CUL20104)
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Minimum work placement	35 hours – strongly recommended
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Exclusions	Nil
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For TAFE NSW delivery only:

TAFE course name	Library/Information Services	TAFE course number	20047
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HSC unit credit and course requirements

HSC unit credit for VET courses can be accredited to the Preliminary and/or HSC pattern of study.

Library/Information Services (120 indicative hours)

- accredited for a total of 2 units at the Preliminary and/or HSC level
- attempt all mandatory units of competency and one elective unit of competency.

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 Section 8.4 of the *Assessment, Certification and Examination (ACE) Manual*.

Access by students in Years 9 and 10 (Stage 5)

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

Course content

Unit code	Unit title	Unit-specific prerequisite	Status for AQF VET qualification	HSC indicative hours of credit
MANDATORY Attempt all units of competency				
BSBCMN205A	Use business technology	nil	core	20
CUECOR03B	Provide quality service to customers	nil	core	15
CUFSAF01B	Follow health, safety and security procedures	nil	core	10
CULLB001B	Develop and apply knowledge of the library/ information services industry	nil	core	25
CULLB203C	Develop and use information literacy skills	nil	core	10
CULLB205C	Process and maintain information resources	nil	core	15
CULLB206C	Assist with circulation services	nil	core	10
Total HSC indicative hours for mandatory units of competency				105

ELECTIVE Attempt one unit of competency				
CULMS207C	Assist with the presentation of public activities and events	nil	elective	15
Total HSC indicative hours				120

AQF VET qualification

To attain Certificate II in Library/Information Services (CUL20104) students must achieve 8 units of competency including:

- a) 7 core units of competency
- b) 1 elective unit of competency.