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	Enter this course number in either Preliminary (Year 11) or HSC (Year 12).

AQF VET qualification	Certificate II in Library/Information Services (CUL20104)

Minimum work placement	For school-based trainees mandatory work placement requirements are met through the on-the-job training component of the school-based traineeship.

Exclusions	Nil

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 compulsory 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 including access by students in Stage 5

This course is for students undertaking a school-based traineeship.

In certain circumstances students in Stage 5 may access this Stage 6 VET course while also completing the requirements for the award of the School Certificate. 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	Core or elective for AQF VET qualification	HSC indicative hours of credit
COMPULSORY	**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 compulsory units of competency			**105**

Unit code	Unit title	Unit-specific prerequisite	Core or elective for AQF VET qualification	HSC indicative hours of credit
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.