

# BSB31215 Certificate III in Library and Information Services (Online)

This qualification consists of competency in **6 core** and **6 electives**. On successful completion of all **12 units** you will receive a **Certificate III in Library & Information Services**.

It is strongly recommended that you enrol in no more than two clusters per intake, unless otherwise advised.

Please follow the below Preferred Order of Study when enrolling:

| POS  | Unit code | Unit name  | Unit type | Unit hours | Textbook/<br>Resources | Study Schedule |                                    |  |  |                                    |  |  |                                    |  |  |                                    |
|--|-----------|--|-----------|------------|------------------------|----------------|------------------------------------|--|--|------------------------------------|--|--|------------------------------------|--|--|------------------------------------|
|  |           |  |           |            |                        | Intake Date    | Completed                          |  |  |                                    |  |  |                                    |  |  |                                    |
| <b>Students are required to enrol in all units listed in each cluster</b>  |           |  |           |            |                        |                |                                    |  |  |                                    |  |  |                                    |  |  |                                    |
| <b>Stage 1</b>   | CUAIND202 | Develop and apply knowledge of information and cultural services organisations | core      | 45         |                        |                | <input type="checkbox"/> Completed |  |  |                                    |  |  |                                    |  |  |                                    |
|  | BSBLIB201 | Assist with circulation services   | elective  | 15         |                        |                |                                    |  |  |                                    |  |  |                                    |  |  |                                    |
| <b>Stage 2</b>   | BSBLIB303 | Provide multimedia support   | elective  | 30         |                        |                |                                    |  |  | <input type="checkbox"/> Completed |  |  |                                    |  |  |                                    |
|  | BSBLIB304 | Develop and use information literacy skills                                    | core      | 40         |                        |                |                                    |  |  |                                    |  |  |                                    |  |  |                                    |
| <b>Stage 3</b>   | BSBLIB305 | Use established cataloguing tools  | elective  | 40         |                        |                |                                    |  |  |                                    |  |  | <input type="checkbox"/> Completed |  |  |                                    |
|  | BSBWHS302 | Apply knowledge of WHS legislation in the workplace                            | core      | 20         |                        |                |                                    |  |  |                                    |  |  |                                    |  |  |                                    |
| <b>Students are required to attend Placement for Stages 5 &amp; 6 – it is expected that students complete a total of 10 days' work experience across the 2 Stages.</b> |           |  |           |            |                        |                |                                    |  |  |                                    |  |  |                                    |  |  |                                    |
| <b>Stage 4</b>   | ICTICT203 | Operate application software packages  | core      | 60         |                        |                |                                    |  |  |                                    |  |  |                                    |  |  | <input type="checkbox"/> Completed |
|  | BSBCUS201 | Deliver a service to customers   | core      | 40         |                        |                |                                    |  |  |                                    |  |  |                                    |  |  |                                    |
| <b>Stage 5</b>   | BSBWOR203 | Work effectively with others   | Core      | 15         |                        |                | <input type="checkbox"/> Completed |  |  |                                    |  |  |                                    |  |  |                                    |
|  | ICTWEB201 | Use social media tools for collaboration and engagement                        | elective  | 20         |                        |                |                                    |  |  |                                    |  |  |                                    |  |  |                                    |
| <b>Stage 6</b>   | CUAEMP201 | Assist with the staging of public activities and events                        | elective  | 50         |                        |                |                                    |  |  | <input type="checkbox"/> Completed |  |  |                                    |  |  |                                    |
|  | BSBITU309 | Produce desktop published documents  | elective  | 50         |                        |                |                                    |  |  |                                    |  |  |                                    |  |  |                                    |

All information was accurate at the time of publication,  
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## IMPORTANT INFORMATION



### CONNECT

Connect offers access for mobile devices, the ability to communicate with teachers and classmates, and excellent user support, allowing you the flexibility to study anywhere, anytime.

Your TAFE student number is your 'username' for logging into Connect. You will be prompted to create your own password by selecting 'Password Manager' on the Connect login homepage. In order to create your password, you will need to enter your date of birth and the email address you provided to TAFE Queensland.

Access your online studies via [Connect](#)

Navigating in Connect: Connect Student – [Getting Started](#) (YouTube video)

Online instructions: [Connect Help](#)



### Connect

View unit materials, submit assessments, check your progress, communicate with your teacher and much more.

[System Check](#) | [Password Manager](#) | [Connect Help](#)



### STUDENT RULES

The [TAFE Queensland student rules](#) are designed to make you aware of your rights as a student, as well as your responsibilities to TAFE and your fellow students.



### UNIQUE STUDENT IDENTIFIER [USI]

It is mandatory when undertaking nationally recognised training to have a Unique Student Identifier [USI]. Your USI will contain all your nationally recognised training records and results. It's important that we have a USI, as under Commonwealth Government legislation, we cannot issue a qualification until it is recorded.

Create your USI at the [Australian Government USI website](#). You need to have one form of identification.

Once you have your USI, please make sure you email it to [TQOL Admin](#).

To find out more about the Unique Student Identifier please visit <https://www.usi.gov.au/>



### WITHDRAWALS, TRANSFERS & REFUNDS

We all change our minds, so if for any reason you find the need to leave a course, or if you are seeking to transfer to another intake, or withdraw from study, please:

1. speak with your program coordinator
2. email your request to withdraw directly to [TQOL Admin](#)

Please view the [TAFE Queensland Refund Policy](#) before sending your withdrawal request, as you may not be eligible for a refund.



### HAVE YOU STUDIED BEFORE?

Advanced Standing is a process that offers you credit for earlier formal study that is equal to your nominated qualification. It is important that you apply before your start of study. Please see [eligibility information and the application form](#) for more information.

For more information on intake dates please visit the [TAFE Queensland website](#)

Enjoy your studies and let us help you **'MAKE GREAT HAPPEN'**.