

# BSB52115 Diploma of Library and Information Services (Online)

This qualification consists of competency in **7 core** and **12 electives**. On successful completion of all **19 units** you will receive a **Diploma Library & Information Services**.

It is strongly recommended students enrol in no more than two units 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/ Resources	Study Schedule	
						Intake Date	Completed
<b>Work experience is not required for these units</b>							
<b>Cluster 1</b>	BSBLIB402	Consolidate and maintain industry knowledge	core	60			<input type="checkbox"/> Completed
	ICTWEB201	Use social media tools for collaboration and engagement	elective	20			
<b>Cluster 2</b>	BSBLIB511	Research and analyse information to meet customer needs	elective	80			<input type="checkbox"/> Completed
	BSBLIB407	Search library and information databases	elective	30			
<b>Cluster 3</b>	BSBWOR501	Manage work priorities and professional development	elective	60			<input type="checkbox"/> Completed
	BSBLIB604	Extend own information literacy	core	50			
<b>Students are required to attend Work Experience from Cluster 4 through to Cluster 8. Work experience is not required for Cluster 9 &amp; 10</b>							
<b>Cluster 4</b>	BSBWHS501	Ensure a safe workplace	elective	60			<input type="checkbox"/> Completed
	BSBLIB406	Obtain information from external and networked sources	elective	20			
<b>Cluster 5</b>	BSBLIB503	Develop and promote activities, events and public programs	core	60			<input type="checkbox"/> Completed
	BSBLIB507	Promote literature and reading	elective	50			
<b>Cluster 6</b>	BSBLIB510	Use and monitor advanced functions of integrated library management systems	elective	35			<input type="checkbox"/> Completed
	BSBLIB305	Use established cataloguing tools	elective	40			
<b>Cluster 7</b>	BSBLIB513	Monitor compliance with copyright and licence requirements	core	20			<input type="checkbox"/> Completed
	BSBLIB603	Contribute to collection management	elective	50			

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Cluster 8	BSBLIB303 ICTSAS410	Provide multimedia support Identify and resolve client IT problems	elective	30			<input type="checkbox"/> Completed
			core	40			
Cluster 9	BSBCUS501 BSBLDR403	Manage quality customer service Lead team effectiveness	core	40			<input type="checkbox"/> Completed
			core	50			
Cluster 10	BSBLIB403	Complete a range of cataloguing activities	elective	50			<input type="checkbox"/> Completed

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'**.