

Order of Study

BSB30420 Certificate III in Library and Information Services (Online self-directed)

On successful completion of all 12 units you will receive a Certificate III in Library and Information Services.

Follow the below order of study when enrolling. Enrol in no more than 2 units per intake, unless otherwise advised.

Unit Code		Unit Name	Unit Type	Textbook/ Resources	Study Period Schedule	
Must complete all units in order as listed below					Intake	Completed
1	CUAIND202	Develop and apply knowledge of information and cultural services	Core	Electronic resources are available through Connect , TAFE Queensland's Learning Management System		Completed
2	BSBINS203	Assist with circulation services	Elective			Completed
3	BSBPEF301	Organise personal work priorities	Elective			Completed
4	BSBINS301	Develop and use information literacy skills	Core			Completed
5	BSBWHS311	Assist with maintaining workplace safety	Core			Completed
6	BSBINS305	Participate in cataloguing activities	Elective			Completed
7	BSBTEC201	Use business software applications	Core			Completed
8	BSBINS404	Search library and information databases	Elective			Completed
9	BSBOPS304	Deliver and monitor a service to customers	Core			Completed
10	BSBINS403	Obtain information from external and networked sources	Elective			Completed
11	BSBXTW301	Work in a team	Core			Completed
12	BSBINS306	Provide multimedia support	Elective			Completed
Note						

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All information was accurate at the time of publication 1/10/2024 V2.0



STUDENT PORTAL

Through the portal you can enrol, update your details, and check your academic results whenever you like. To login just click on this link <https://tafeqld.t1cloud.com/>.

If you have an issue with the Student Portal please log the issue through the 'Report an Issue' form in your 'Forms' tile and you will receive a response as soon as possible.

Alternatively, click the [here](#) for FAQ's that may assist you with your enquiry.

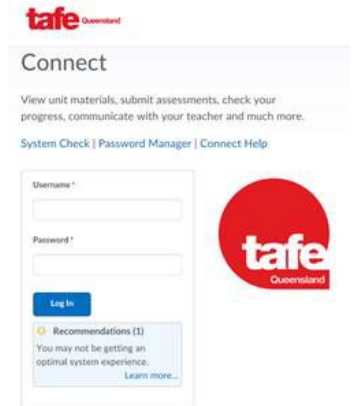


CONNECT

Connect is TAFE Queensland's Learning Management System and 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.

Watch the 45-second video on how to login to Connect by clicking [here](#). Alternatively, [download this PDF](#) to get all the details.

DON'T FORGET to [enable notifications in Announcements](#) so you don't miss an important announcements relating to your study.



HAVE YOU STUDIED BEFORE?

Credit Transfer 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 enrolment start date. Please see the [eligibility information and the application form](#) for more information.



STUDENT RULES

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



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 speak with your program coordinator and view the [TAFE Queensland Refund Policy](#) before submitting your withdrawal request, as you may not be eligible for a refund.

If you are wishing to withdraw prior to the start of an intake - You can withdraw and swap units through the Student Portal. You can access this under the 'My Study' tile in the 'Withdraw From a Unit' menu. Note: Students with multiple courses in their 'My Study' tile will need to select the 'Manage your Course' button first. Once you have chosen your course, you can see the 'Withdraw From a Unit' menu option, from here choose the unit/units to withdraw.

If you are wishing to withdraw after the start of an intake – you can submit your request through the Student Portal under the 'Forms' tile. Scroll to the 'Request for Withdrawal and or/Refund (TQ)'.