

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.

Work experience is recommended although not mandatory. If you would like to undertake work experience during your course here are some things you need to know:

- If **NOT** currently working in a library or information organisation, it is recommended students complete a minimum 30 hours of work experience. This is important for them to start practising skills in a real-world environment.
- Work Experience days can be completed any time during the course
- Recommended all work experience is to be completed by just over halfway through the course e.g. by units 7 or 8
- Work Experience shifts are determined by your provider

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	BSBINS306	Provide multimedia support	Elective			Completed
6	BSBWHS311	Assist with maintaining workplace safety	Core			Completed
7	BSBXTW301	Work in a team	Core			Completed
8	BSBINS404	Search library and information databases	Elective			Completed
9	BSBTEC201	Use business software applications	Core			Completed
10	BSBOPS304	Deliver and monitor a service to customers	Core			Completed

Continued over page

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11	BSBXCM401	Apply communication strategies in the workplace	Elective			Completed
12	BSBINS305	Participate in cataloguing activities	Elective			Completed

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