

Order of Study

BSB50520 Diploma of Library and Information Services Online self-directed

On successful completion of all 16 units you will receive a Diploma of 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:

- To meet accreditation requirements for the Australian Library and Information Association (ALIA) as a Library Technician, students **must** complete at least **70 hours** of work placement in a library service as detailed in the Assessment Requirements of units of competency.
- 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

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	BSBINS407	Consolidate and maintain library industry knowledge	Core	Electronic resources are available through Connect , TAFE Queensland's Learning Management System		Completed
2	BSBINS404	Search library and information databases	Elective			Completed
3	BSBINS503	Monitor compliance with copyright and licence requirements	Core			Completed
4	BSBINS510	Develop community and stakeholder relationships in a library environment	Elective			Completed
5	BSBINS508	Research and analyse information to meet library customer needs	Elective			Completed
6	BSBXCS402	Promote workplace cyber security awareness and best practices	Elective			Completed
7	BSBINS507	Use advanced functions of integrated library management systems	Elective			Completed
8	ICTSAS432	Identify and resolve client ICT problems	Core			Completed
9	BSBINS511	Develop and promote library activities, events and public programs	Elective			Completed
10	BSBINS509	Promote literature and reading	Elective			Completed
11	BSBINS602	Extend own information literacy skills to locate information	Core			Completed
12	BSBCMM411	Make presentations	Elective			Completed

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13	BSBINS502	Coordinate data management	Elective			Completed
14	BSBINS504	Maintain digital repositories	Elective			Completed
15	BSBXCM401	Apply communication strategies in the workplace	Elective			Completed
16	BSBINS516	Undertake cataloguing activities	Elective			Completed

TAS-0000002196_v2

All information was accurate at the time of publication 02/06/2025 v1.3