BSB50520 Diploma of Library and Information Services (Online)

This qualification consists of competency in 4 **core** and 12 **elective units**. On successful completion of all **16 units** you will receive a **Diploma of Library and Information Services**.

Please follow the below Order of Study when enrolling. Enrol in no more than two units per intake, unless otherwise advised.

	Unit Code	Unit Name	Unit Type	Textbook/ Resources	Study Schedule	
	Must complete all units in order as listed below				Intake	Completed
1	BSBINS407	Consolidate and maintain library industry knowledge	Core			Completed
2	BSBINS503	Monitor compliance with copyright and licence requirements	Core			Completed
3	BSBINS510	Develop community and stakeholder relationships in a library environment	Elective			Completed
4	BSBCMM411	Make presentations	Elective			Completed
5	BSBINS404	Search library and information databases	Elective			Completed
6	BSBINS508	Research and analyse information to meet library customer needs	Elective			Completed
7	BSBINS403	Obtain information from external and networked sources	Elective	Electronic resources are available through the Connect learning management system		Completed
8	BSBINS602	Extend own information literacy skills to locate information	Core			Completed
9	ICTSAS432	Identify and resolve client ICT problems	Core			Completed
10	BSBXCS402	Promote workplace cyber security awareness and best practices	Elective			Completed
11	BSBINS507	Use advanced functions of integrated library management systems	Elective			Completed
12	BSBINS502	Coordinate data management	Elective			Completed
13	BSBINS511	Develop and promote library activities, events and public programs	Elective			Completed
14	BSBINS509	Promote literature and reading	Elective			Completed
15	BSBINS516	Undertake cataloguing activities	Elective			Completed
16	BSBINS504	Maintain digital repositories	Elective			Completed

All information was accurate at the time of publication 16/02/2022 v1.1

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/ and use your Connect login credentials.

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 link below and scroll through the frequently asked questions that may assist you with your enquiry https://tafeqld.edu.au/current-students/student-portal-pilot-faq.html.

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

Online instructions: Connect Help

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 start of study. Please see 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 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)*.