



tafesa

CUL30104

Certificate III in Library/Information Services

TAFE SA is a well established registered training organisation delivering nationally recognised courses in the Library/Information Services sector. Courses are offered at Certificate III, IV and Diploma levels through both face-to-face and flexible learning mode.

The Certificate III in Library/Information Services is designed to provide skills to individuals who perform a range of tasks and who work under direct supervision as a library assistant, library aide or ESO/SSO within schools. It is an entry-level qualification and provides a pathway to the Certificate IV and Diploma qualification.

Minimum Entry Requirements / Pre-requisites

- Satisfactory completion of SACE Stage 2 (or equivalent)
- Satisfactory achievement in the TAFE SA Assessment of Basic Skills (TABS)



Why work in libraries?

1. Access the latest information technology
2. Help people every day
3. Flexible hours and family-friendly working conditions
4. Work in any sector - corporate, government, education
5. Build a long term diverse career
6. Work throughout Australia with nationally-recognised qualifications
7. Protect freedom of access to information
8. Meet interesting people
9. Wide range of job types for every interest
10. Learn useful skills for everyday life

Library Studies Unit
Level 2,
120 Currie St,
Adelaide, SA 5000
p: 08 8207 8847
free call: 1800 882 661
e: tafeinfo@sa.gov.au
w: www.tafesa.edu.au

Where can you work?

You can work in regional or remote areas, in cities around Australia and overseas too...the opportunities are endless.

Film / Music / Art Library -- Public Library -- Government Library -- School / TAFE / University Library -
- Hospital / Special Library -- National / State Library -- Business / Corporate Library -- Law Library --
Parliamentary Library -- Software vendors or recruitment agencies that specialise in the library
sector -- Museum, archive and cultural services

Course Structure

The following subjects can be completed after 6 months of full-time study or part-time over a longer period.

CULLB001B	Develop and apply knowledge of the library/information services industry
CULLB203C	Develop and use information literacy skills
CULLB205C	Process and maintain information resources
CULLB206C	Assist with circulation services
BSBCMN205A	Use business technology
CUECOR03B	Provide quality service to customers
CUFSAF01B	Follow health, safety and security procedures
CULLB302C	Use cataloguing tools
CULLB307C	Use multimedia
CULLB005A	Search databases
CULMS207B	Assist with the presentation of public activities and events
BSBFLM303B	Contribute to effective working relationships

Recognition of Prior Learning

TAFE SA recognises that you already have knowledge and skills from life and work experience, previous courses and training, or self-taught knowledge and skills. If you can provide evidence that you already have the relevant skills and knowledge, you may be able to use this to gain recognition for all or part of a course at TAFE SA. This is known as recognition of prior learning (RPL).

For more information or to apply for RPL, please contact Library Studies staff.

Financial assistance and course costs

Charges vary between courses and subjects and are based on a rate per hour. Concessions may be available to holders of certain government concession cards, and in some circumstances fees may be paid by installment.

Subject to eligibility criteria, potential students or their employers may be able to receive financial assistance to offset training costs through state and federal funding initiatives for vocational training. For more information contact Library Studies staff or find your local Australian Apprenticeship Centre (AAC) at www.australianapprenticeships.gov.au to discuss the funding that may be available.

How to apply

Applications for both January and July intakes must be made through the centralised TAFE Admissions system SATAC (South Australian Tertiary Admissions Centre) www.satac.edu.au/ by the advertised date.

Intending students will apply for the Diploma of Library/Information Services and can choose to exit with a completed Certificate III or IV.

For more details see www.tafesa.edu.au/apply-enrol

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