



# tafesa

CUL40104

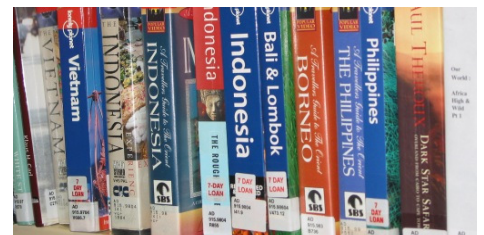
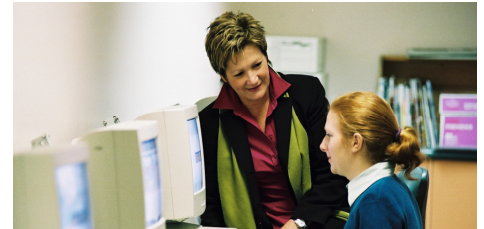
# Certificate IV in Library/Information Services

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 IV in Library/Information Services is designed to provide or enhance the skills of individuals who perform a range of tasks and who work under supervision within a library environment. It builds on the knowledge gained in Certificate III and provides a pathway to the Diploma qualification.

#### Minimum Entry Requirements / Pre-requisites

- Satisfactory achievement in the TAFE SA Assessment of Basic Skills (TABS)
- Successful completion of Certificate III



#### 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

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## Where can you work?

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

## 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      |
| CUEOHS01C  | Implement workplace health, safety and security procedures                    |
| BSBFLM412A | Promote team effectiveness  |
| CULLB602C  | Use, evaluate and extend own information literacy skills                      |
| CULLB401C  | Assist customers to access information  |
| ICAU2006B  | Operate computing packages  |
| CULLB412C  | Undertake cataloguing activities  |
| CULLB002B  | Obtain information from external and networked sources to meet customer needs |
| CUECOR03B  | Provide quality service to customers  |
| CULLB205C  | Process and maintain information resources                                    |
| CULLB206C  | Assist with circulation services  |
| CULMS207C  | Assist with the presentation of public activities and events                  |
| CULLB004B  | Process information resource orders   |

## 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](http://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/](http://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 IV.

For more details see [www.tafesa.edu.au/apply-enrol](http://www.tafesa.edu.au/apply-enrol)

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