**Victorian Purchasing Guide**

**for**

**CUL11**

**Library, Information and Cultural Services**

**Training Package**

**Version No 1**

**March 2012**



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Victorian Purchasing Guide ⎯ Version History

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| --- | --- | --- |
| Training Package Version | Date VPG Approved | Comments |
| CUL11 Library, Information and Cultural Services Training Package Version1 | 23/07/2012 | Correction of typographical error. |
| CUL11 Library, Information and Cultural Services Training Package Version1 | 16/3/2012 | This is the initial release of this Victorian Purchasing Guide and reflects the primary release of CUL11 Library, Information and Cultural Services Training Package Version 1.  CUL11 replaces CUL04 and includes a major rationalisation of units and qualifications resulting in one stream of qualifications covering both sectors from Certificate II to Diploma. Refer to CUL11 Training Package at [www.training.gov.au](http://www.training.gov.au) for more details. |

**CUL11 Library, Information and Cultural Services Training Package Victorian Purchasing Guide**

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INTRODUCTION

What is a Victorian Purchasing Guide?

The Victorian Purchasing Guide provides information for use by Registered Training Organisations (RTOs) in the provision of Victorian government subsidised training.

Specifically the Victorian Purchasing Guide provides the following information related to the delivery of nationally endorsed Training Packages in Victoria:

* The nominal hour range (minimum-maximum) available for each qualification.
* Nominal hours for each unit of competency within the Training Package.
* Sample Training Programs

Registration

RTOs must be registered by either the Victorian Registration and Qualifications Authority (VRQA) or the Australian Skills Qualification Authority (ASQA) regulatory body to be eligible to issue qualifications and statements of attainment under the Australian Quality Framework (AQF).

The VRQA is the regulatory authority for Victoria that registers VET training organisations who provide courses to domestic students only and who only offer training in Victoria.

To register to provide training to international students and in other Australian states and territories you will need to apply with ASQA.

QUALIFICATIONS

|  |  |  |  |
| --- | --- | --- | --- |
| Code | Title | Qualification Nominal Hour Range | |
|  |  | Minimum | Maximum |
| CUL20111 | Certificate II in Information and Cultural Services | 300 | 370 |
| CUL30111 | Certificate III in Information and Cultural Services | 380 | 495 |
| CUL40111 | Certificate IV in Library, Information and Cultural Services | 545 | 715 |
| CUL50111 | Diploma of Library and Information Services | 720 | 1035 |

UNITS OF COMPETENCY AND NOMINAL HOURS

RTOs are advised that there is a mapping inside the Training Package that describes the relationship between new units and superseded or replaced units from the previous version of **CUL11 Library, Information and Cultural Services Training Package**. Information regarding transition arrangements can be obtained from the state or national VET Regulating Authority (see Contacts and Links section).

You must be sure that all training and assessment leading to qualifications or Statements of Attainment from the **CUL11 Library, Information and Cultural Services Training Package** is conducted against the Training Package units of competency and complies with the requirements in the assessment guidelines.

Listing of the Units of Competency and Nominal Hours

| Unit Code | Unit Title | Nominal Hours |
| --- | --- | --- |
| CULATS501A | Work with Aboriginal and Torres Strait Islander cultural material | 80 |
| CULCNM201A | Monitor collections for changes in condition | 30 |
| CULCNM301A | Catalogue objects into collections | 30 |
| CULCNM302A | Develop and apply knowledge of archives | 40 |
| CULCNM303A | Move and store collection material | 40 |
| CULCNM401A | Assess the significance of collection objects | 35 |
| CULCNM402A | Prepare display mounts for collection material | 40 |
| CULCNM403A | Record and maintain collection information | 40 |
| CULCNM404A | Work with cultural material | 30 |
| CULCNM501A | Assess the significance of collections | 40 |
| CULCNM502A | Manage lending and borrowing processes for collections | 20 |
| CULCNM503A | Manage the development of collections | 60 |
| CULCNM601A | Research and document collection material | 50 |
| CULCNM602A | Develop and monitor procedures for the movement and storage of collection material | 50 |
| CULDMT301A | Provide multimedia support | 30 |
| CULEVP201A | Assist with the presentation of public activities and events | 50 |
| CULEVP202A | Provide visitors with venue information and assistance | 30 |
| CULEVP401A | Present information on activities, events and public programs | 50 |
| CULEVP402A | Design and develop interpretive displays | 30 |
| CULEVP403A | Install and dismantle exhibition elements | 20 |
| CULEVP501A | Coordinate the installation and dismantling of exhibitions | 20 |
| CULEVP502A | Develop and implement exhibition interpretive strategies | 30 |
| CULEVP503A | Develop and promote activities, events and public programs | 60 |
| CULEVP504A | Develop exhibition concepts | 50 |
| CULICM501A | Maintain digital repositories | 45 |
| CULICM601A | Contribute to collection management | 50 |
| CULICM602A | Manage collection maintenance and preservation procedures | 30 |
| CULIND201A | Develop and apply knowledge of information and cultural services | 45 |
| CULIND401A | Consolidate and maintain industry knowledge | 60 |
| CULINL301A | Develop and use information literacy skills | 40 |
| CULINL501A | Promote literature and reading | 50 |
| CULINL601A | Extend own information literacy skills to locate information | 50 |
| CULINM301A | Use established cataloguing tools | 40 |
| CULINM401A | Complete a range of cataloguing activities | 100 |
| CULINM402A | Use integrated library management systems | 30 |
| CULINM501A | Analyse and describe information resources | 30 |
| CULINM502A | Provide subject access and classify material | 100 |
| CULINM503A | Use and monitor advanced functions of integrated library management systems | 35 |
| CULINM601A | Analyse and describe specialist and complex material | 60 |
| CULINS201A | Assist with circulation services | 15 |
| CULINS202A | Process information resource orders | 40 |
| CULINS301A | Process and maintain information resources | 30 |
| CULINS401A | Assist customers to access information | 40 |
| CULINS402A | Obtain information from external and networked sources | 20 |
| CULINS403A | Search library and information databases | 30 |
| CULINS501A | Research and analyse information to meet customer needs | 80 |
| CULPRE401A | Implement preventive conservation activities | 60 |
| CULPRE501A | Develop disaster management plans | 30 |
| CULREL501A | Develop and maintain community and stakeholder relationships | 50 |
| CULRSK501A | Monitor compliance with copyright and licence requirements | 20 |

SAMPLE TRAINING PROGRAMS

A range of Sample Training Plans have been provided to demonstrate the flexibility of qualifications contained in the **Code Title Training Package**, but are by no means mandatory.

|  |  |  |
| --- | --- | --- |
| Occupation / Work Function | Library Assistant | |
| Qualification Title | Certificate II in Information and Cultural Services | |
| Qualification Code | CUL20111 | |
| Description | This qualification reflects the role of individuals who perform a range of mainly routine tasks using limited practical skills and fundamental operational knowledge in a defined context, working under direct supervision. | |
| Unit Code | Unit Title | Hours |
| *Core* |  |  |
| BSBCUS201A | Deliver a service to customers | 40 |
| BSBOHS201A | Participate in OHS processes | 20 |
| BSBWOR203A | Work effectively with others | 15 |
| CULIND201A | Develop and apply knowledge of information and cultural services | 45 |
| ICAICT203A | Operate application software packages | 60 |
| *Electives* |  |  |
| CULEVP201A | Assist with the presentation of public activities and events | 50 |
| CULINL301A | Develop and use information literacy skills | 40 |
| CULINS201A | Assist with circulation services | 15 |
| CULINS202A | Process information resource orders | 40 |
| CULINS301A | Process and maintain information resources | 30 |
| Total Hours |  | 355 |

|  |  |  |
| --- | --- | --- |
| Occupation / Work Function | Customer Service Officer (Cultural centre) | |
| Qualification Title | Certificate II in Information and Cultural Services | |
| Qualification Code | CUL20111 | |
| Description | This qualification reflects the role of individuals who perform a range of mainly routine tasks using limited practical skills and fundamental operational knowledge in a defined context, working under direct supervision. | |
| Unit Code | Unit Title | Hours |
| *Core* |  |  |
| BSBCUS201A | Deliver a service to customers | 40 |
| BSBOHS201A | Participate in OHS processes | 20 |
| BSBWOR203A | Work effectively with others | 15 |
| CULIND201A | Develop and apply knowledge of information and cultural services | 45 |
| ICAICT203A | Operate application software packages | 60 |
| *Electives* |  |  |
| CUEMAR01C | Assist with marketing | 40 |
| CUFIND201A | Develop and apply creative arts industry knowledge | 20 |
| CULEVP201A | Assist with the presentation of public activities and events | 50 |
| CULEVP202A | Provide visitors with venue information and assistance | 30 |
| ICAWEB201A | Use social media tools for collaboration and engagement | 20 |
| Total Hours |  | 340 |

|  |  |  |
| --- | --- | --- |
| Occupation / Work Function | Arts Officer | |
| Qualification Title | Certificate III in Information and Cultural Services | |
| Qualification Code | CUL30111 | |
| Description | This qualification reflects the role of individuals who use a broad range of skills and knowledge in a wide variety of environments. | |
| Unit Code | Unit Title | Hours |
| *Core* |  |  |
| BSBCUS301A | Deliver and monitor a service to customers | 35 |
| BSBOHS301B | Apply knowledge of OHS legislation in the workplace | 20 |
| BSBWOR203A | Work effectively with others | 15 |
| CULIND201A | Develop and apply knowledge of information and cultural services | 45 |
| CULINL301A | Develop and use information literacy skills | 40 |
| ICAICT203A | Operate application software packages | 60 |
| *Electives* |  |  |
| BSBEBU401A | Review and maintain a website | 50 |
| BSBMKG414B | Undertake marketing activities | 50 |
| BSBITU309A | Produce desktop published documents | 50 |
| CULDMT301A | Provide multimedia support | 30 |
| CULEVP201A | Assist with the presentation of public activities and events | 50 |
| SITTVAF002A | Provide a briefing or scripted commentary | 20 |
| Total Hours |  | 465 |

|  |  |  |
| --- | --- | --- |
| Occupation / Work Function | Customer Service Officer (Library) | |
| Qualification Title | Certificate III in Information and Cultural Services | |
| Qualification Code | CUL30111 | |
| Description | This qualification reflects the role of individuals who use a broad range of skills and knowledge in a wide variety of environments. | |
| Unit Code | Unit Title | Hours |
| *Core* |  |  |
| BSBCUS301A | Deliver and monitor a service to customers | 35 |
| BSBOHS301B | Apply knowledge of OHS legislation in the workplace | 20 |
| BSBWOR203A | Work effectively with others | 15 |
| CULIND201A | Develop and apply knowledge of information and cultural services | 45 |
| CULINL301A | Develop and use information literacy skills | 40 |
| ICAICT203A | Operate application software packages | 60 |
| *Electives* |  |  |
| BSBEBU401A | Review and maintain a website | 50 |
| CULDMT301A | Provide multimedia support | 30 |
| CULINM301A | Use established cataloguing tools | 40 |
| CULINS201A | Assist with circulation services | 15 |
| CULINS202A | Process information resource orders | 40 |
| CULINS301A | Process and maintain information resources | 30 |
| Total Hours |  | **420** |

|  |  |  |
| --- | --- | --- |
| Occupation / Work Function | Library assistant | |
| Qualification Title | Certificate IV in Library, Information and Cultural Services | |
| Qualification Code | CUL40111 | |
| Description | This qualification reflects the role of individuals who use well‑developed skills and a broad knowledge base in a wide variety of contexts. They apply solutions to a defined range of unpredictable problems, and analyse and evaluate information from a variety of sources. They may provide leadership and guidance to others with some limited responsibility for the output of others. | |
| Unit Code | Unit Title | Hours |
| *Core* |  |  |
| BSBIPR401A | Use and respect copyright | 50 |
| BSBWOR402A | Promote team effectiveness | 50 |
| CUECOR03B | Provide quality service to customers | 20 |
| CUEOHS01C | Implement workplace health, safety and security procedures | 60 |
| CULDMT301A | Provide multimedia support | 30 |
| CULIND401A | Consolidate and maintain industry knowledge | 60 |
| *Electives* |  |  |
| BSBWOR301A | Organise personal work priorities and development | 30 |
| CULINM401A | Complete a range of cataloguing activities | 100 |
| CULINM402A | Use integrated library management systems | 30 |
| CULINS201A | Assist with circulation services | 15 |
| CULINS401A | Assist customers to access information | 40 |
| CULINS402A | Obtain information from external and networked sources | 20 |
| CULINS403A | Search library and information databases | 30 |
| SITXMPR001A | Coordinate the production of brochures and marketing materials | 60 |
| TAEDEL301A | Provide work skill instruction | 40 |
| Total Hours |  | **635** |

|  |  |  |
| --- | --- | --- |
| Occupation / Work Function | Library technician | |
| Qualification Title | Diploma of Library and Information Services | |
| Qualification Code | CUL50111 | |
| Description | This qualification reflects the role of individuals with a sound theoretical knowledge base who use a range of specialised, technical or managerial competencies to plan, carry out and evaluate their own work or the work of a team. They may provide leadership and guidance to others with some responsibility for the output of others. | |
| Unit Code | Unit Title | Hours |
| *Core* |  |  |
| BSBCUS501B | Manage quality customer service | 40 |
| BSBOHS509A | Ensure a safe workplace | 60 |
| BSBWOR402A | Promote team effectiveness | 50 |
| CULIND401A | Consolidate and maintain industry knowledge | 60 |
| CULINL601A | Extend own information literacy skills to locate information | 50 |
| CULRSK501A | Monitor compliance with copyright and licence requirements | 20 |
| TAEDEL401A | Plan, organise and deliver group based learning | 30 |
| *Electives* |  |  |
| BSBPMG510A | Manage projects | 60 |
| CULICM501A | Maintain digital repositories | 45 |
| CULICM601A | Contribute to collection management | 50 |
| CULINL501A | Promote literature and reading | 50 |
| CULINM401A | Complete a range of cataloguing activities | 100 |
| CULINM502A | Provide subject access and classify material | 100 |
| CULINM503A | Use and monitor advanced functions of integrated library management systems | 35 |
| CULINS402A | Obtain information from external and networked sources | 20 |
| CULINS403A | Search library and information databases | 30 |
| CULINS501A | Research and analyse information to meet customer needs | 80 |
| ICASAS410A | Identify and resolve client IT problems | 40 |
| ICAWEB417A | Integrate social web technologies | 40 |
| Total Hours |  | 960 |

|  |  |  |
| --- | --- | --- |
| Occupation / Work Function | Regional curator | |
| Qualification Title | Diploma of Library and Information Services | |
| Qualification Code | CUL50111 | |
| Description | This qualification reflects the role of individuals with a sound theoretical knowledge base who use a range of specialised, technical or managerial competencies to plan, carry out and evaluate their own work or the work of a team. They may provide leadership and guidance to others with some responsibility for the output of others. | |
| Unit Code | Unit Title | Hours |
| *Core* |  |  |
| BSBCUS501B | Manage quality customer service | 40 |
| BSBOHS509A | Ensure a safe workplace | 60 |
| BSBWOR402A | Promote team effectiveness | 50 |
| CULIND401A | Consolidate and maintain industry knowledge | 60 |
| CULINL601A | Extend own information literacy skills to locate information | 50 |
| CULRSK501A | Monitor compliance with copyright and licence requirements | 20 |
| TAEDEL401A | Plan, organise and deliver group based learning | 30 |
| *Electives* |  |  |
| BSBEBU401A | Review and maintain a website | 50 |
| CHCORG525C | Recruit and coordinate volunteers | 70 |
| CULATS501A | Work with Aboriginal and Torres Strait Islander cultural material | 80 |
| CULCNM501A | Assess the significance of collections | 40 |
| CULCNM502A | Manage lending and borrowing processes for collections | 20 |
| CULCNM503A | Manage the development of collections | 60 |
| CULCNM601A | Research and document collection material | 50 |
| CULCNM602A | Develop and monitor procedures for the movement and storage of collection material | 50 |
| CULEVP503A | Develop and promote activities, events and public programs | 60 |
| CULEVP504A | Develop exhibition concepts | 50 |
| CULICM602A | Manage collection maintenance and preservation procedures | 30 |
| CULPRE501A | Develop disaster management plans | 30 |
| Total Hours |  | 900 |

CONTACTS AND LINKS

|  |  |  |
| --- | --- | --- |
| **Industry Skills Council (ISC)** | | |
| Innovation and Business Skills Australia (IBSA) Industry Skills Council | This ISC is responsible for developing this **CUL11 Library, Information and Cultural Services Training Package** and can be contacted for further information. You can also source copies of the Training Package and support material. | Address:  Level 11, 176 Wellington Parade, East Melbourne, VIC 3002  Phone: (03) 9815 7000  Web: <http://www.ibsa.org.au> |
| **National Register for VET in Australia** | | |
| Training.gov.au (TGA) | TGA is the Australian governments’ official National Register of information on Training Packages, qualifications, courses, units of competency and RTOs. | Web: [www.training.gov.au](file://HWNC1-GROUP/GROUP/TAFE/ODVC/EDDEV/CMM/PurchGuides2012/CUL11/www.training.gov.au%20) |
| **Australian Government** | | |
| The Department of Education, Employment and Workplace Relations (DEEWR) | DEEWR provides a range of services and resources to assist in delivery of Training Packages. Search the DEEWR website for links to a range of relevant resources and publications. | Web: [www.deewr.gov.au](file://HWNC1-GROUP/GROUP/TAFE/ODVC/EDDEV/CMM/PurchGuides2012/CUL11/www.deewr.gov.au) |
| **State Government** | | |
| Department of Education and Early Childhood Development  Higher Education and Skills Group | Higher Education and Skills Group is responsible for funding and the implementation of Vocational Education and Training (VET) in Victoria, including Apprenticeships and Traineeships. | General information:  [www.skills.vic.gov.au](http://www.skills.vic.gov.au/)  Approved Training Schemes:  <http://www.skills.vic.gov.au/corporate/publications/brochures-and-fact-sheets/apprenticeships-and-traineeships-in-victoria-industry-guides> |
| **Curriculum Maintenance Manager (CMM)** | | |
| Human Services, Arts, Sport & Recreation, Library, Information & Cultural Services | The CMM service is provided by Executive Officers located within Victorian TAFE institutes on behalf of Higher Education and Skills Group. | John Dunton  Swinburne University of Technology PO Box 218 Hawthorn VIC 3122  Phone: (03) 9214 8501  Fax: (03) 9214 5026  Email: cmmhs@swin.edu.au  Web: <http://trainingsupport.skills.vic.gov.au/cmminf.cfm> |
| **State VET Regulatory Authority** | | |
| Victorian Registration and Qualifications Authority (VRQA) | The VRQA is a statutory authority responsible for the registration of education and training providers in Victoria to ensure the delivery of quality education and training. | Phone: (030 9637 2806  Web: [www.vrqa.vic.gov.au](http://www.vrqa.vic.gov.au/) |
| **National VET Regulatory Authority** | | |
| Australian Skills Quality Authority (ASQA) | ASQA is the national regulator for Australia’s VET sector vocational education and training sector.  ASQA regulates courses and training providers to ensure nationally approved quality standards are met. | Info line: 1300 701 801  Web: [www.asqa.gov.au](http://www.asqa.gov.au) |
| **WorkSafe** | | |
| WorkSafe Victoria | WorkSafe needs to provide written verification before High Risk Work Units can be added to an RTO’s scope of registration. | Info line: 1800 136 089  Web: [www.worksafe.vic.gov.au](http://www.worksafe.vic.gov.au/) |
| **Other contacts** | | |
| Australian Library and Information Association | The Australian Library and Information Association [ALIA] is the professional organisation for the Australian library and information services sector. | Phone: (02) 6215 8222  Web: <http://www.alia.org.au/> |

GLOSSARY

|  |  |
| --- | --- |
| **Code** | Nationally endorsed Training Package qualification code. |
| **Title** | Nationally endorsed Training Package qualification title. |
| **Unit Code** | Nationally endorsed Training Package unit code. |
| **Unit Title** | Nationally endorsed Training Package unit title. |
| **Nominal Hours** | The anticipated hours of supervised learning or training deemed necessary to conduct training and assessment activities associated with the program of study. These hours are determined by the Victorian State Training Authority. Nominal hours may vary for a qualification depending on the units of competency selected. |
| **Scope of Registration** | Scope of registration specifies the AQF qualifications and/or units of competency the training organisation is registered to issue and the industry training and/or assessment services it is registered to provide. |