

**Victorian Purchasing Guide
for
CUL11
Library, Information and Cultural Services
Training Package
Version No 1**

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Victorian Purchasing Guide — Version History

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	<p>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.</p> <p>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 for more details.</p>

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

Unit Code	Unit Title	Nominal Hours
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
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
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 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

National VET Regulatory Authority		
Australian Skills Quality Authority (ASQA)	<p>ASQA is the national regulator for Australia's VET sector vocational education and training sector.</p> <p>ASQA regulates courses and training providers to ensure nationally approved quality standards are met.</p>	<p>Info line: 1300 701 801</p> <p>Web: www.asqa.gov.au</p>
WorkSafe		
WorkSafe Victoria	<p>WorkSafe needs to provide written verification before High Risk Work Units can be added to an RTO's scope of registration.</p>	<p>Info line: 1800 136 089</p> <p>Web: www.worksafe.vic.gov.au</p>
Other contacts		
Australian Library and Information Association	<p>The Australian Library and Information Association [ALIA] is the professional organisation for the Australian library and information services sector.</p>	<p>Phone: (02) 6215 8222</p> <p>Web: http://www.alia.org.au/</p>

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.