Museum & Library/Information Services Training Package

Victorian Purchasing Guide
Version 2.1
February 2012

**CUL04 Museum & Library/Information Services
Training Package
Version No 2.1**

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This Victorian Purchasing Guide was prepared by the Curriculum Maintenance Manager Human Services (Telephone: (03) 9214 8501 or (03) 9214 5034 Facsimile: (03) 9214 5026) on behalf of Skills Victoria.

Purchasing Guide – Version History

Purchasing Guide Version	Date Approved	Training Package Version	Comments
2.1	21/02/2012	2.1	Correction of typographical errors.
2.1	March 2008	2.1	BSZ units updated to TAA units. TAADEL402B is a core unit within CUL50104
2	April 2005	2	Version 2 contains CUEOHS01B Implement workplace health, safety and security procedures with 60 hours assigned to this unit of competency, not 10 hours as stated in Version 1 of this purchasing guide. CUEOHS01B is a core unit in CUL40104 Certificate IV in Library/Information Services, CUL50104 Diploma of Library/Information Services, CUL60104 Advanced Diploma of Library/Information Services and CUL40204 Certificate IV in Museum Practice
1		1	Initial release of training package.

CONTENTS

VICTORIAN PURCHASING GUIDES

The Victorian Purchasing Guide provides information to assist Registered Training Organisations, teachers/trainers and assessors in using nationally endorsed industry Training Packages within Victoria. You can view, download or print your own copy of the Purchasing Guide from the Training Support Network.

Definitions used in this Purchasing Guide

Term	Definition
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 in order to adequately present the educational material. These hours are determined by the Victorian State Training Authority. Nominal hours may vary for a qualification depending on the units of competency selected.
Replaced Qualification Code	National identifier of the accredited course or Training Package qualification replaced by this Training Package.
Replaced Qualification Title	National title of the accredited course or Training Package qualification replaced by this Training Package.
No New Enrolments In	The date from which all new enrolments must be in this Training Package qualification and no new enrolments are to be accepted in the accredited courses or previous version of the Training Package.
Scope of Registration	The scope that identifies the particular services and products that can be provided by a Registered Training Organisation (RTO). An RTO can be registered to provide either: • training delivery services, assessment and products, and issue Australian Qualifications Framework qualifications and Statements of Attainment; or • assessment services and products, and issue Australian Qualifications Framework qualifications and Statements of Attainment. In addition, scope of registration is defined by Australian Qualifications Framework qualifications and/or Units of Competency.
Apprenticeships and Traineeships	Apprenticeships and Traineeships combine practical work with structured training under a training contract to give people an industry relevant nationally recognised qualification.
Pre-requisite	A pre-requisite unit is a unit in which the candidate must be deemed competent prior to the determination of competency in the unit.
Entry Requirement	Entry requirements do not form part of a qualification. They are specified where prior knowledge skill and experience is considered necessary.
Practical Placement	Practical placement refers to any structured workplace learning, including but not limited to, work observation and work experience undertaken by a student as part of a technical and further education course. Used as a delivery strategy, it forms part of a course to enhance student learning. Practical placement does not apply for an apprentice or trainee under a registered training contract. Practical Placement Guidelines are available from http://www.skills.vic.gov.au/corporate/providers/training-organisations/practical-placement-guidelines

What are Training Packages?

Training Packages are sets of nationally endorsed standards and qualifications for recognising and assessing people's skills. A Training Package describes the skills and knowledge needed to perform effectively in the workplace. They do not prescribe how an individual should be trained. Teachers and trainers develop learning strategies ⎯ the 'how' ⎯ depending on learners' needs, abilities and circumstances.

Training Packages are developed by industry through National Industry Skills Councils to meet the identified training needs of specific industries or industry sectors. To gain national endorsement, developers must provide evidence of extensive consultation and support within the industry area or enterprise.

Training Packages complete a quality assurance process and are then endorsed by the National Skills Standards Council (NSSC) and placed on the training.gov.au (TGA) website.

CUL04 MUSEUM AND LIBRARY/INFORMATION SERVICES TRAINING PACKAGE PURCHASING GUIDE

INTRODUCTION

If you are a teacher, trainer or assessor in a Registered Training Organisation (RTO), this Guide will assist you in using the **CUL04 Museum and Library/Information Services Training Package Version 2.1**. The Guide must be read in conjunction with the Training Package endorsed components (the competency standards, assessment guidelines and qualifications framework).

What do I need to deliver this Training Package?

All training delivery and assessment must be conducted by an RTO that has the Training Package qualifications or specific units of competency on its scope of registration, or that works in partnership with another RTO that does, under the quality arrangements outlined by the RTO's relevant regulatory body.

You must have a copy of the endorsed components of the Training Package and be a qualified trainer or assessor in line with the requirements of the RTO's relevant regulatory body.

Where do I get this Training Package?

You can purchase the Training Package from the Industry Skills Council (see 'Links and Contacts'). In addition, you can view and download the endorsed components from the training.gov.au (TGA) website.

REGISTRATION

RTOs issue nationally recognised qualifications and Statements of Attainment in accordance with their relevant regulatory body.

To offer qualifications and Statements of Attainment from the **CUL04 Museum and Library/Information Services Training Package Version 2.1**, RTOs must have the Training Package qualifications and/or relevant units of competency on their scope of registration.

How does a training organisation become registered?

To gain and maintain registration, RTOs must comply with the agreed standards for training organisations as defined by their relevant regulatory body.

Details regarding registration as a Training Organisation can be found at either the Victorian Registration and Qualifications Authority (VRQA) or the Australian Skills Quality Authority (ASQA).

QUALIFICATIONS

Code	Title	Range of Nominal Hours	Comments
CUL20204	Certificate II in Museum Practice	220 – 270	
CUL30204	Certificate III in Museum Practice	330 – 420	
CUL40204	Certificate IV in Museum Practice	500 – 720	
CUL50204	Diploma of Museum Practice	930 – 1050	
CUL60204	Advanced Diploma of Museum Practice	1185 – 1300	
CUL20104	Certificate II in Library/Information Services	220 – 270	
CUL30104	Certificate III in Library/Information Services	380 – 430	
CUL40104	Certificate IV Library/Information Services	750 – 800	
CUL50104	Diploma of Library/Information Services	950 – 1050	
CUL60104	Advanced Diploma of Library/Information Services	1130 – 1300	

- Nominal hour range for qualification — includes the units in the qualification and their prerequisites
  (where the prerequisites can be accommodated within the qualification packaging rules)
- In addition, some qualifications have an entry requirement of specified units or their equivalent. These units have a nominal hour value that is not included in the nominal hours as they are outside the qualification packaging rules.

TRANSITION

The following information applies to VRQA registered providers only:

Transition arrangements apply where existing accredited courses, or Training Package qualifications, are replaced by qualifications from the **CUL04 Museum and Library/Information Services Training Package.**

When should new enrolments be in this Training Package?
The following tables show the date from which all new enrolments must be in the **CUL04 Museum and Library/Information Services Training Package Version 2.1** qualifications. From that date, you must not accept any new enrolments in the qualifications or accredited courses being replaced by the new Training Package.

What about currently enrolled students?
Where possible, you should give currently enrolled students the opportunity to transfer to the most recent qualification and be mindful of your obligations under your RTO's relevant regulatory body. The Transition Arrangements table of this Guide provides information to assist this process. When making the decision to transfer to the revised qualification, consider issues such as the proportion of the qualification that has been completed by the learner, the degree of alignment with the revised qualification, apprenticeship or traineeship arrangements, and any potential advantage or disadvantage to learners.

Transition Arrangements for Version 1 of this Purchasing Guide

(*Superseded, for information only*)

The following qualifications are equivalent to the replaced qualifications. RTOs will be able to add these qualifications to their scope of registration using the standard application process as detailed by their relevant regulatory body. The no-new enrolment date of 30 June 2005 has expired.

Transition Table for Equivalent Qualifications			
Training Package Qualification Code	Training Package Qualification Title	Replaced Qualification Code	Replaced Qualification Title
CUL20204	Certificate II in Museum Practice	CUL20299	Certificate II in Museum Practice
CUL30204	Certificate III in Museum Practice	CUL30299	Certificate III in Museum Practice
CUL40204	Certificate IV in Museum Practice	CUL40299	Certificate IV in Museum Practice
CUL50204	Diploma of Museum Practice	CUL50299	Diploma of Museum Practice
CUL60204	Advanced Diploma of Museum Practice	CUL60299	Advanced Diploma of Museum Practice
CUL20104	Certificate II in Library/ Information Services	CUL20199	Certificate II in Library and Information Services
CUL30104	Certificate III in Library/ Information Services	CUL30199	Certificate III in Library and Information Services
CUL40104	Certificate IV in Library/ Information Services	CUL40199	Certificate IV in Library and Information Services

Transition Table for Equivalent Qualifications			
Training Package Qualification Code	Training Package Qualification Title	Replaced Qualification Code	Replaced Qualification Title
CUL50104	Diploma of Library/ Information Services	CUL50199	Diploma of Library and Information Services
CUL60104	Advanced Diploma of Library/ Information Services	CUL60199	Advanced Diploma of Library and Information Services

ENDORSEMENT PERIOD FOR TRAINING PACKAGES

There is a difference between the accreditation period of a state accredited course and the endorsement of a Training Package qualification. For Training Packages, the NSSC specifies a date that the review of the Training Package is to be completed. This date is not an expiry date; therefore, Training Package qualifications are current until they are replaced by qualifications in the reviewed or re-endorsed Training Package. In the case of a course, currency is for a fixed period of time determined at the time of accreditation and is recorded on the training.gov.au (TGA) website.

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 **CUL04 Museum and Library/Information Services Training Package.** RTOs should be familiar with the mapping tables contained within the current Training Package.

You must be sure that all training and assessment leading to qualifications or Statements of Attainment from the **CUL04 Museum and Library/Information 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
Museum Practice		
CULMS201C	Develop and apply knowledge of the museum industry	60
Aboriginal or Torres Strait Islander Museum Practice		
CULMS001B	Work with Aboriginal or Torres Strait Islander cultural material	80
CULMS002B	Research and evaluate Aboriginal or Torres Strait Islander cultural material	100
Collection Management		
CULMS205C	Observe and report basic condition of collection	30
CULMS003B	Move/store cultural material	40
CULMS411C	Prepare display accommodation for cultural material	40
CULMS412C	Record and maintain collection information	40
CULMS610C	Research, describe and document cultural material	50
CULMS611C	Lend/borrow cultural material	20
CULMS502C	Acquire/dispose of cultural material	60
CULMS605C	Develop and implement procedures for the movement/ storage of cultural material	50
Education and Visitor Services		
CULMS202C	Provide visitors with venue information and assistance	30
CULMS004B	Integrate knowledge of education and learning into museum activities	30
THTTCO01B	Develop and update tourism industry knowledge	25
THTFME03A	Develop and update event industry knowledge	25
THTFTG07B	Research and share general information on Australian Indigenous culture	80
THTFTG14A	Prepare specialised interpretive content (cultural and heritage	80

Unit Code	Unit Title	Nominal Hours
	environments)	
THTFAT03B	Provide a site briefing or scripted commentary	20
Exhibition Development and Management		
CULMS005B	Research and generate ideas for exhibition concepts	50
CULMS006B	Develop and implement the interpretive/ communication strategy for an exhibition	30
CULMS007B	Design and develop interpretive displays	30
CULMS008B	Conceive, develop and realise exhibition designs	50
CULMS407C	Install and dismantle exhibition elements	20
CULMS504C	Organise and monitor exhibition installation/ dismantling	20
CUVCRS03B	Produce computer-aided drawings	50
Library Practice		
CULLB001B	Develop and apply knowledge of the library/ information services industry	60
CULLB203C	Develop and use information literacy skills	40
CULLB602C	Use, evaluate and extend own information literacy skills	50
Library Customer Service		
CULLB206C	Assist with circulation services	15
CULLB401C	Assist customers to access information	40
CULLB002A	Obtain information from external and networked sources to meet customer needs	20
CULLB003B	Research and analyse information to meet customer needs	80
CULLB508C	Monitor and enhance information access	50
CULLB708C	Manage information access	40
Information Organisation and Management		
CULLB205C	Process and maintain information resources	30
CULLB004B	Process information resource orders	40
CULLB302C	Use cataloguing tools	40
CULLB005B	Search databases	30
CULLB412C	Undertake cataloguing activities	100
CULLB505C	Analyse and describe information materials	30

Unit Code	Unit Title	Nominal Hours
CULLB506C	Catalogue and classify material	100
CULLB701C	Analyse and describe specialist/complex material	60
CULLB509C	Select and acquire information materials	50
CULLB605C	Manage collection development	30
CULLB604C	Manage care and maintenance of the collection	30
Preventive Conservation		
CULMS009B	Implement preventive conservation activities	60
CULMS010B	Contribute to the preservation of cultural material	50
CULMS011B	Develop a disaster preparedness plan	30
Public Programs		
CULMS207C	Assist with the presentation of public activities and events	50
CULMS406C	Deliver information, activities and events	50
CULMS506C	Plan and develop activities, events and programs	60
CULLB510C	Develop and maintain community/ stakeholder relationships	50
THHGCS01C	Develop and update local knowledge	10
Arts Administration and Management		
CUVADM12B	Work with arts professionals in an arts organisation	30
CUVADM13B	Research and critique cultural work(s)	50
CUVADM05B	Plan and develop information management systems	60
CUVCON06B	Develop concepts for arts organisations or projects	60
Business Administration and Management		
CUSADM08A	Address copyright requirements	20
CUSADM09A	Address legal and administrative requirements	50
CULMS609B	Develop policies and strategies	50
CUSADM05A	Develop and implement a business/ strategic plan	70
CUSADM06A	Develop and implement an operational plan	70
CUSADM04A	Manage a major project	35
CUSADM03A	Manage a project	50
Event Management		
CUEEVT03B	Integrate knowledge of creative and technical production into	150

Unit Code	Unit Title	Nominal Hours
	management processes	
CULMS012B	Plan event touring	30
Facility Management		
CULMS013B	Implement facility maintenance programs	30
Finance		
CUEFIN01C	Develop a budget	30
CUEFIN02C	Manage a budget	40
CUEFIN03C	Obtain sponsorship	80
Health, Safety and Security		
CUFSAF01B	Follow health, safety and security procedures	15
CUEOHS01C	Implement workplace health, safety and security procedures	60
CUEOHS02C	Establish and maintain a safe and secure workplace	100
THHGHS03B	Provide First Aid	24
THHGLE22A	Manage risk	60
Human Resources		
CUETEM09B	Manage diversity	60
THHGLE10B	Manage workplace relations	60
BSBFLM412A	Promote team effectiveness	50
BSBFLM503B	Establish effective workplace relationships	60
SRXHRM001B	Manage volunteers	20
Industry and Professional Practice		
CUECOR02C	Work with others	15
CUEIND03B	Integrate accessibility principles into work practices	80
CUSGEN02B	Work in a culturally diverse environment	35
CUECOR03B	Provide quality service to customers	20
CUECOR04B	Deal with conflict and resolve complaints	20
PSPETHC501B	Promote the values and ethos of public service	30
Information and Computer Technology		
BSBCMN205A	Use business technology	30
BSBADM305A	Create and use databases	20

Unit Code	Unit Title	Nominal Hours
BSBADM306A	Create electronic presentations	20
BSBADM403A	Develop and use complex databases	20
BSBCMN406A	Maintain business technology	40
CUFIMA01A	Produce and manipulate digital images	20
ICAU2006B	Operate computing packages	60
ICAU3126B	Use advanced features of computing applications	40
ICAB4169B	Use development tools to build a basic website	20
Marketing		
THHGLE12B	Develop and manage marketing strategies	80
THTSMA01B	Coordinate the production of brochures and marketing materials	60
CUVADM08B	Develop and manage public relations strategies	40
Multimedia		
CULLB307C	Use multimedia	30
CUFMEM12A	Update web pages	30
Recordkeeping		
BSBRKG501A	Determine business or records system specifications	60
BSBRKG502A	Manage and monitor business or records systems	40
BSBRKG503A	Develop and maintain a classification scheme	30
Research and Innovation		
CUVICS03B	Develop innovative ideas at work	36
CUVICS06B	Create an innovative work environment	36
Training and Assessment		
TAADEL402B	Facilitate group based training	20
TAADEL404B	Facilitate work-based learning	15

SAMPLE TRAINING PROGRAMS

Training Packages allow for flexibility in delivery strategies. You are encouraged to address the requirements of specific enterprises, industry sectors and individuals while maintaining nationally agreed standards. Sample training programs are examples provided to help you to see the potential flexibility of the Training Package. In no way are they mandatory. They are not offered as the preferred or only way to deliver the training — they simply show one possible option.

Do I have to devise a training program?

In accordance with their relevant regulatory body, each RTO must devise and implement strategies for training delivery and assessment for every qualification (or part of a qualification) it provides.

In devising training programs, you must carefully analyse the qualification packaging rules in the Training Package to ensure the training covers all the required competencies and any pre-requisites. Then, depending on factors such as your region, State or Territory of operation, training pathways, learner and industry needs, you can select the most appropriate electives for inclusion.

The following sample training programs are for qualifications in the **CUL04 Museum and Library/Information Services Training Package**. To view more sample training programs go to Australian Apprenticeships Training Information Service and follow the links to **'Sample Training Programs'.**

Occupation	Customer Service Officer	
Qualification Title	Certificate II in Museum Practice	
Qualification Code	CUL20204	
Description	Appropriate for an individual who performs a range of mainly routine tasks and who works under direct supervision	
Unit Code	**Unit Title**	**Hours**
Core units		
CULMS201C	Develop and apply knowledge of the museum industry	60
CUECOR02C	Work with others	15
CUFSAF01B	Follow health, safety and security procedures	15
CULMS205C	Observe and report basic condition of collection	30
Elective units		
CULMS202C	Provide visitors with venue information and assistance	30
CUECOR03B	Provide quality service to customers	20
CULMS207C	Assist with the presentation of public activities and events	50
	Total	**220**

Occupation	Curatorial Assistant	
Qualification Title	Certificate IV in Museum Practice	
Qualification Code	CUL40204	
Description	Appropriate for a co-ordinator of small museum/gallery, team leader (installation/visitor services) curatorial assistant, collections management assistant	
Unit Code	**Unit Title**	**Hours**
Core units		
CULMS201C	Develop and apply knowledge of the museum industry	60
CUEOHS01C	Implement workplace health, safety and security procedures	60
BSBFLM412A	Promote team effectiveness	50
CULMS009B	Implement preventive conservation activities	60
Elective Units		
CULMS003B	Move/store cultural material	40
CULMS411C	Prepare display accommodation for cultural material	40
CULMS412C	Record and maintain collection information	40
CULMS610C	Research, describe and document cultural material	50
THTFTG14A	Prepare specialised interpretive content (cultural and heritage environments)	80
CULMS005B	Research and generate ideas for exhibition concepts	50
CUVADM13B	Research and critique cultural work(s)	50
CUVADM12B	Work with arts professionals in an arts organisation	30
CUSGEN02B	Work in a culturally diverse environment	35
	Total	**645**

Occupation	Appropriate for an individual who performs a range of mainly routine tasks and who works under direct supervision/pathway qualification	
Qualification Title	Certificate II in Library/Information Services	
Qualification Code	CUL20104	
Description	Provides pathway qualification to higher level qualifications in library sector	
Unit Code	**Unit Title**	**Hours**
Core units		
CULLB001B	Develop and apply knowledge of the library/information services industry	60
CUFSAF01B	Follow health, safety and security procedures	15
CUECOR03B	Provide quality service to customers	20
BSBCMN205A	Use business technology	30
CULLB203C	Develop and use information literacy skills	40
CULLB205C	Process and maintain information resources	30
CULLB206C	Assist with circulation services	15
Elective unit		
CULLB004B	Process information resource orders	40
	Total	**250**

Occupation	Library Assistant	
Qualification Title	Certificate III in Library/Information Services	
Qualification Code	CUL30104	
Unit Code	**Unit Title**	**Hours**
Core units		
CULLB001B	Develop and apply knowledge of the library/information services industry	60
CUFSAF01B	Follow health, safety and security procedures	15
CUECOR03B	Provide quality service to customers	20
CULLB203C	Develop and use information literacy skills	40
BSBCMN205A	Use business technology	30
CULLB205C	Process and maintain information resources	30
CULLB206C	Assist with circulation services	15
CULLB307C	Use multimedia	30
CULLB302C	Use cataloguing tools	40
Elective units		
CULLB004C	Process information resource orders	40
CULLB401C	Assist customers to access information	40
CUECOR04B	Deal with conflict and resolve complaints	20
	Total	**380**

Occupation	Library Assistant	
Qualification Title	Certificate IV in Library/Information Services	
Qualification Code	CUL40104	
Description	Appropriate for a library assistant who may provide leadership and guidance to others	
Unit Code	**Unit Title**	**Hours**
Core units		
CULLB001B	Develop and apply knowledge of the library/information services industry	60
CUEOHS01C	Implement workplace health, safety and security procedures	60
BSBFLM412A	Promote team effectiveness	50
CULLB602C	Use, evaluate and extend own information literacy skills	50
CULLB401C	Assist customers to access information	40
ICAU2006B	Operate computing packages	60
CULLB302C	Use cataloguing tools	40
CULLB412C	Undertake cataloguing activities	100
CULLB002B	Obtain information from external and networked sources to meet customer needs	20
CULLB005B	Search databases	30
Elective units		
CULLB003B	Research and analyse information to meet customer needs	80
BSBCMN406A	Maintain business technology	40
BSBADM403A	Develop and use complex databases	20
CUFMEM12A	Update web pages	30
CULMS406C	Deliver information, activities and events	50
TAADEL402B	Facilitate group-based learning	20
	Total	**750**

Occupation	Public Library Technician	
Qualification Title	Diploma of Library/Information Services	
Qualification Code	CUL50104	
Unit Code	**Unit Title**	**Hours**
Core units		
CUEOHS01C	Implement workplace health, safety and security procedures	60
BSBFLM503B	Manage effective workplace relationships	60
CULLB602C	Use, evaluate and extend own information literacy skills	50
CULLB412C	Undertake cataloguing activities	100
CULLB506C	Catalogue and classify material	100
CULLB002B	Obtain information from external and networked sources to meet customer needs	20
CULLB003B	Research and analyse information to meet customer needs	80
CULLB508C	Monitor and enhance information access	50
CULLB509C	Select and acquire information materials	50
TAADEL402B	Facilitate group-based learning	20
Elective units		
CUEIND03B	Integrate accessibility principles into work practices	80
CULMS406C	Deliver information, activities and events	50
PSPETHC501B	Promote the values and ethos of public service	20
CULLB510C	Develop and maintain community/stakeholder relationships	50
SRXHRM001B	Manage volunteers	20
CUETEM09B	Manage diversity	60
THHGLE22A	Manage risk	60
ICAU3126B	Use advanced features of computing applications	40
	Total	**970**

INDUSTRY REGULATION

Every Registered Training Organisation must be aware of and observe any licensing, legislative or regulatory requirements that affect the delivery of training or issuance of qualifications under Training Packages.

LINKS AND CONTACTS

While you must use the endorsed components of the Training Package when providing training and assessment, you can select and devise delivery and assessment strategies to suit your needs (in conjunction with industry, as applicable). You may select off-the-shelf resources that help your delivery and assessment, or design and develop your own. A wide range of contacts, tools and resources are available to assist you.

The **Innovation and Business Skills Australia Industry Skills Council** can provide you with information about the Training Package. You can also purchase copies of the Training Package and support materials. Search the ISC website www.ibsa.org.au or telephone (03) 9815 7000.

The training.gov.au (TGA) website provides comprehensive information on endorsed Training Packages, as well as details of accredited courses and RTOs.

The **Department of Education, Employment and Workplace Relations** (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.

The **Australian Apprenticeships and Traineeships Information Service** provides a single point of contact to coordinate information to Australian Apprenticeships Centres (AACs) on the range, availability and relevance of the new national Training Packages. Search the Australian Apprenticeships and Traineeships Information Service for information and resources, or alternatively the Call Centre for Australian Apprenticeships and Traineeships Information Service is staffed during business hours on 1800 338 022. For specific information about Apprenticeships and Traineeships, see the Australian Government Australian Apprenticeships website and Skills Victoria's Industry Guides for Apprenticeships and Traineeships in Victoria.

Skills Victoria is responsible for the implementation of vocational education and training in Victoria, including Apprenticeships and Traineeships, and provides a range of support and information.

In Victoria, the SkillsHub Industry Training Board or Industry Advisory Body covers the **CUL04 Museum and Library/Information Services Training Package** and can support you in its delivery, including directing you to resources and other relevant products.

Contact Person:	Genevieve Wearne, CEO, SkillsHub
Address:	Level 2, 10-16 Queen Street, Melbourne, Victoria 3000
Telephone:	(03) 9614 5566
Email:	info@skillshub.com.au
Website:	http://skillshub.com.au/

OTHER USEFUL LINKS

CMM details

For information and advice on this Purchasing Guide and associated delivery and assessment in Victoria contact:

CMM Name: John Dunton
CMM Cluster Name: CMM - Human Services

Institute Name: Swinburne University of Technology
Address: PO Box 218
        Hawthorn 3122
Telephone: (03) 9214 5034/8501
Facsimile: (03) 9214 5026
Email: cmmhs@swin.edu.au
Website: http://trainingsupport.skills.vic.gov.au/cmminf.cfm

Training Packages

You can search the training.gov.au (TGA) website and view and download the endorsed Training Package components.

Training Package Support Materials

There are many generic and specific materials to support you in delivering training and assessing outcomes with Training Packages. For example, www.training.com.au is a very useful site which provides access to:

- Resources Supporting Adult Literacy and Numeracy, Access, Equity and Diversity and the Australian Quality Training Framework (AQTF).

APPRENTICESHIPS AND TRAINEESHIPS

What qualifications in this Training Package are available as Apprenticeships and Traineeships?

State and Territory Governments allocate funding for Training Package qualifications under Apprenticeships and Traineeships on the basis of criteria such as strategic priorities, expected industry demand, budgetary capacity and identified skill shortages. So, while a range of qualifications is available in the **CUL04 Museum and Library/Information Services Training Package**, not all will be determined to be available as an apprenticeship or traineeship pathway.

The information in the following table will help you determine whether a qualification is available as an apprenticeship or traineeship.

RTOs with the **CUL04 Museum and Library/Information Services Training Package** qualifications or units of competency on their scope of registration may be eligible for government funding to deliver some or all of the Training Package qualifications. If you require further information about government funded training or seek to identify RTOs with a current Victorian State Government contract for funded training, see the Skills Victoria (Corporate) website.

CODE	TITLE	MAXIMUM NOMINAL DURATION (MONTHS) (1)		PROBATIONARY PERIOD (DAYS)		LEVEL OF REGULATION (2)	*STATE WAGE CAT (3)*
		Full Time	**Part Time**	**Full Time**	**Part Time**		
CUL20204	Certificate II in Museum Practice	12	36	30	91	T	A
CUL30204	Certificate III in Museum Practice	18	36	30	91	T	A
CUL40204	Certificate IV in Museum Practice	24	36	30	91	T	A
CUL50204	Diploma of Museum Practice	36	72	91	91	T	N/A
CUL60204	Advanced Diploma of Museum Practice	48	72	91	91	T	N/A
CUL20104	Certificate II in Library/ Information	12	36	30	91	T	A
CUL30104	Certificate III in Library/ Information Services	18	36	30	91	T	A
CUL40104	Certificate IV in Library/ Information Services	36	72	91	91	T	A
CUL50104	Diploma of Library/ Information Services	36	72	91	91	T	N/A
CUL60104	Advanced Diploma of Library/ Information Services	48	72	91	91	T	N/A

NOTE:
(1) These Maximum Durations assume that the apprentice has not gained a lower level qualification prior to entering the Training Contract. For example:

If a full time apprentice entered a Certificate IV after gaining a Certificate III, then the duration of the Training Contract would be substantially shorter than the maximum listed above. The time for the negotiated band of selected units would be incorporated in the Training Contract signed by the apprentice, trainee, employer and RTO.

(2) Level of regulation which applies:
      A applies generally to apprenticeships in traditional trade areas.
      T applies to traineeships.

(3) Trainees undertaking a Certificate IV traineeship will receive the relevant weekly wage rate for Certificate III trainees at wage levels A, B or C as applicable with the addition of 3.8 percent of that wage rate.

Note for 'Workplace Based Training'

Where the qualification is at Certificate III or above, apprentice/trainees must be withdrawn from routine work duties for a minimum of three hours per week (pro rata for part-time apprentices/trainees) for planned training, averaged over a 4-week cycle.

Where apprentices/trainees are undertaking workplace training at Certificate levels I and II, they must be withdrawn from routine work duties for a minimum of 1.5 hours per week, averaged over a two-month cycle for the purpose of undertaking structured training/learning activities. This release must occur periodically.

The training undertaken during the period of release must include a focus on the compliance and regulatory units and the units concentrating on generic skills. Up to 40 hours of this training may be transferred, to be delivered in one or more blocks during the first three months of the training program.