

CUL11 LIBRARY, INFORMATION AND CULTURAL SERVICES TRAINING PACKAGE

Version 1

WA NOMINAL HOURS GUIDE

**Western Australian Department of Training and Workforce
Development**

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Introduction

This Guide has been generated to enable the stakeholders in the Library, Information and Cultural Services Industry in Western Australia to participate in the managed implementation of the National CUL11 Library, Information and Cultural Services Training Package.

This Guide is designed to aid Registered Training Organisations (RTOs) to convert from existing Training Package qualifications to new Training Package qualifications within the scope of their training delivery.

The Guide should be read in conjunction with the endorsed components of the Training Package

Version 1 of the CUL11 Library, Information and Cultural Services Training Package was released by Training.Gov.Au (TGA) on the **20 December 2011**.

Obtaining the Training Package

The CUL11 Library, Information and Cultural Services Training Package can be purchased from:



Office: Level 11, 176 Wellington Parade
East Melbourne VIC 3002
T: (03) 9815 7000 | F: (03) 9815 7001
E: reception@ibsa.org.au
W: www.ibsa.org.au

Information on National Training Packages is also available through Training.Gov (TGA), which can be located on the Internet at: www.training.gov.au

All RTOs who have Training Package qualifications on their Scope of Delivery must have access to the relevant Training Package.

Transition Arrangements

Registered Training Organisations (RTOs) are required to deliver Training Package qualifications within 12 months of the release date of the Training Package on to Training.gov (TGA).

Students currently enrolled in an existing version of the Training Package qualification should be permitted to complete the program they enrolled in initially, unless the move to the related qualification from a Training Package can be made without disadvantage to a student.

Nominal Hours

The Commonwealth Department of Employment, Education and Workplace Relations' definition of nominal hours states:

“The value assigned to a structured program of study that nominally represents the anticipated hours of supervised learning and/or training deemed necessary to conduct training/learning and assessment activities associated with the program of study”

Source: National Quality Council Training Package Glossary Version V2.1
17/03/2010

<http://www.deewr.gov.au/Skills/Overview/Policy/TPDH/Downloads/Documents/TrainingPackGlossary.pdf>

Nominal hours are identified for each Training Package qualification. Total nominal hours may vary within a qualification depending on the units of competency

In Western Australia, nominal hours are used as a mechanism for funding allocation.

Qualifications and Nominal Hours

The following table provides a summary of the qualifications and nominal hours in the CUL11 Library, Information and Cultural Services Training Package

National ID	Training Package Qualification Title	Nominal Hours
CUL20111	Certificate II in Information and Cultural Services	360
CUL30111	Certificate III in Information and Cultural Services	540
CUL40111	Certificate IV in Library, Information and Cultural Services	790
CUL50111	Diploma of Library and Information Services	1300

Units of Competency and Nominal Hours

The following table provides a summary of the units of competency and nominal hours in the industry CUL11 Library, Information and Cultural Services Training Package

National ID	Training Package Unit Title	Nominal Hours
CULATS501A	Work with Aboriginal and Torres Strait Islander cultural material	30
CULCNM201A	Monitor collections for changes in condition	30
CULCNM301A	Catalogue objects into collections	80
CULCNM302A	Develop and apply knowledge of archives	60
CULCNM303A	Move and store collection material	50
CULCNM401A	Assess the significance of collection objects	40
CULCNM402A	Prepare display mounts for collection material	50
CULCNM403A	Record and maintain collection information	50
CULCNM404A	Work with cultural material	20
CULCNM501A	Assess the significance of collections	40
CULCNM502A	Manage lending and borrowing processes for collections	30
CULCNM503A	Manage the development of collections	50
CULCNM601A	Research and document collection material	60
CULCNM602A	Develop and monitor procedures for the movement and storage of collection material	60
CULDMT301A	Provide multimedia support	50
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	40
CULEVP402A	Design and develop interpretive displays	100
CULEVP403A	Install and dismantle exhibition elements	40
CULEVP501A	Coordinate the installation and dismantling of exhibitions	55
CULEVP502A	Develop and implement exhibition interpretive strategies	100
CULEVP503A	Develop and promote activities, events and public programs	60
CULEVP504A	Develop exhibition concepts	80
CULICM501A	Maintain digital repositories	50
CULICM601A	Contribute to collection management	100
CULICM602A	Manage collection maintenance and preservation procedures	100
CULIND201A	Develop and apply knowledge of information and cultural services	60
CULIND401A	Consolidate and maintain industry knowledge	60
CULINL301A	Develop and use information literacy skills	60
CULINL501A	Promote literature and reading	30
CULINL601A	Extend own information literacy skills to locate information	100
CULINM301A	Use established cataloguing tools	50
CULINM401A	Complete a range of cataloguing activities	100
CULINM402A	Use integrated library management systems	30
CULINM501A	Analyse and describe information resources	100
CULINM502A	Provide subject access and classify material	100
CULINM503A	Use and monitor advanced functions of integrated library management systems	100
CULINM601A	Analyse and describe specialist and complex material	100
CULINS201A	Assist with circulation services	50
CULINS202A	Process information resource orders	50
CULINS301A	Process and maintain information resources	50
CULINS401A	Assist customers to access information	60
CULINS402A	Obtain information from external and networked sources	60
CULINS403A	Search library and information databases	50
CULINS501A	Research and analyse information to meet customer needs	60
CULPRE401A	Implement preventive conservation activities	40
CULPRE501A	Develop disaster management plans	40

National ID	Training Package Unit Title	Nominal Hours
CULREL501A	Develop and maintain community and stakeholder relationships	100
CULRSK501A	Monitor compliance with copyright and licence requirements	40
CUVATS301A	Develop and apply knowledge of Aboriginal or Torres Strait Islander cultural arts	50
CUVFIM401A	Obtain revenue to support operations	40
CUVPRP202A	Participate in planning work for nominated sites	20
CUVPRP203A	Store finished creative work	20

Mapping Qualifications

The following table provides an overview of the qualifications from the CUL11 Library, Information and Cultural Services Training Package which replace qualifications from the existing version of the CUL04 Museum and Library Information Services Training Package

CUL04 Current Qualification			CUL11 Replacement Qualification		
National ID	Qualification Title	Hours	National ID	Qualification Title	Hours
CUL20104	Certificate II in Library-Information Services	335	CUL20111	Certificate II in Information and Cultural Services	360
CUL20204	Certificate II in Museum Practice	240	CUL20111	Certificate II in Information and Cultural Services	360
CUL30104	Certificate III in Library-Information Services	525	CUL30111	Certificate III in Information and Cultural Services	540
CUL30204	Certificate III in Museum Practice	0	CUL30111	Certificate III in Information and Cultural Services	540
CUL40104	Certificate IV in Library-Information Services	930	CUL40111	Certificate IV in Library, Information and Cultural Services	790
CUL40204	Certificate IV in Museum Practice	0	CUL40111	Certificate IV in Library, Information and Cultural Services	790
CUL50104	Diploma of Library-Information Services	2005	CUL50111	Diploma of Library and Information Services	1300
CUL50204	Diploma of Museum Practice	830	CUL50111	Diploma of Library and Information Services	1300

Mapping Units of Competency

The following table provides an overview of the units of competency from the CUL04 Museum and Library Information Services Training Package which are replaced by the units of competency from the CUL11 Library, Information and Cultural Services Training Package

CUL04			CUL11		
National ID	Units of Competency Title	Hours	National ID	Units of Competency Title	Hours
CULMS001B	Work with Aboriginal or Torres Strait Islander cultural material	30	CULATS501A	Work with Aboriginal and Torres Strait Islander cultural material	30
CULMS205C	Observe and report basic condition of collection	30	CULCNM201A	Monitor collections for changes in condition	30
	No Previous Equivalent		CULCNM301A	Catalogue objects into collections	80
	No Previous Equivalent		CULCNM302A	Develop and apply knowledge of archives	60
CULMS003B	Move store cultural material	50	CULCNM303A	Move and store collection material	50
CULMS002B	Research and evaluate Aboriginal or Torres Strait Islander cultural material	30	CULCNM401A	Assess the significance of collection objects	40
CULMS411C	Prepare display accommodation for cultural material	50	CULCNM402A	Prepare display mounts for collection material	50
CULMS412C	Record and maintain collection information	50	CULCNM403A	Record and maintain collection information	50
	No Previous Equivalent		CULCNM404A	Work with cultural material	20
	No Previous Equivalent		CULCNM501A	Assess the significance of collections	40
CULMS611C	Lend borrow cultural material	30	CULCNM502A	Manage lending and borrowing processes for collections	30
CULMS502C	Acquire dispose of cultural material	50	CULCNM503A	Manage the development of collections	50
CULMS610C	Research, describe and document cultural material	60	CULCNM601A	Research and document collection material	60
CULMS605C	Develop and implement procedures for the movement and storage of cultural material	60	CULCNM602A	Develop and monitor procedures for the movement and storage of collection material	60
CULLB307C	Use multimedia	50	CULDMT301A	Provide multimedia support	50
CULMS207C	Assist with the presentation of public activities and events	50	CULEVP201A	Assist with the presentation of public activities and events	50
CULMS202C	Provide visitors with venue information and assistance	30	CULEVP202A	Provide visitors with venue information and assistance	30
CULMS406C	Deliver information, activities and events	40	CULEVP401A	Present information on activities, events and public programs	40
CULMS007B	Design and develop interpretive displays	100	CULEVP402A	Design and develop interpretive displays	100
CULMS407C	Install and dismantle exhibition elements	40	CULEVP403A	Install and dismantle exhibition elements	40
CULMS504C	Organise and monitor exhibition installation dismantling	55	CULEVP501A	Coordinate the installation and dismantling of exhibitions	55
CULMS006B	Develop and implement the interpretive/communication strategy for an exhibition	100	CULEVP502A	Develop and implement exhibition interpretive strategies	100

CUL04			CUL11		
National ID	Units of Competency Title	Hours	National ID	Units of Competency Title	Hours
CULMS506C	Plan and develop activities, events and programs	60	CULEVP503A	Develop and promote activities, events and public programs	60
CULMS005B	Research and generate ideas for exhibition concepts	80	CULEVP504A	Develop exhibition concepts	80
	No Previous Equivalent		CULICM501A	Maintain digital repositories	50
CULLB509C	Select and acquire information materials	80	CULICM601A	Contribute to collection management	100
CULLB605C	Manage collection development	100	CULICM601A	Contribute to collection management	100
CULLB604C	Manage care and maintenance of the collection	100	CULICM602A	Manage collection maintenance and preservation procedures	100
CULLB001B	Develop and apply knowledge of the library/information services industry	60	CULIND201A	Develop and apply knowledge of information and cultural services	60
CULLB508C	Monitor and enhance information access	120	CULIND201A	Develop and apply knowledge of information and cultural services	60
CULMS201C	Develop and apply knowledge of the museum industry	60	CULIND201A	Develop and apply knowledge of information and cultural services	60
CULLB001B	Develop and apply knowledge of the library/information services industry	60	CULIND401A	Consolidate and maintain industry knowledge	60
CULLB508C	Monitor and enhance information access	120	CULIND401A	Consolidate and maintain industry knowledge	60
CULMS201C	Develop and apply knowledge of the museum industry	60	CULIND401A	Consolidate and maintain industry knowledge	60
CULLB203C	Develop and use information literacy skills	60	CULINL301A	Develop and use information literacy skills	60
	No Previous Equivalent		CULINL501A	Promote literature and reading	30
CULLB602C	Use, evaluate and extend own information literacy skills	100	CULINL601A	Extend own information literacy skills to locate information	100
CULLB302C	Use cataloguing tools	50	CULINM301A	Use established cataloguing tools	50
CULLB412C	Undertake cataloguing activities	100	CULINM401A	Complete a range of cataloguing activities	100
	No Previous Equivalent		CULINM402A	Use integrated library management systems	30
CULLB505C	Analyse and describe information materials	100	CULINM501A	Analyse and describe information resources	100
CULLB506C	Catalogue and classify material	120	CULINM502A	Provide subject access and classify material	100
CULLB508C	Monitor and enhance information access	120	CULINM503A	Use and monitor advanced functions of integrated library management systems	100
CULLB701C	Analyse and describe specialist_complex material	100	CULINM601A	Analyse and describe specialist and complex material	100
CULLB206C	Assist with circulation services	50	CULINS201A	Assist with circulation services	50
CULLB004B	Process information resource orders	50	CULINS202A	Process information resource orders	50
CULLB205C	Process and maintain information resources	50	CULINS301A	Process and maintain information resources	50
CULLB401C	Assist customers to access information	60	CULINS401A	Assist customers to access information	60
CULLB002B	Obtain information from external and networked sources to meet customer needs	80	CULINS402A	Obtain information from external and networked sources	60
CULLB005B	Search databases	50	CULINS403A	Search library and information databases	50

CUL04			CUL11		
National ID	Units of Competency Title	Hours	National ID	Units of Competency Title	Hours
CULLB003B	Research and analyse information to meet customer needs	80	CULINS501A	Research and analyse information to meet customer needs	60
CULMS009B	Implement preventive conservation activities	40	CULPRE401A	Implement preventive conservation activities	40
CULMS011B	Develop a disaster preparedness plan	40	CULPRE501A	Develop disaster management plans	40
CULLB510C	Develop and maintain community stakeholder relationships	100	CULREL501A	Develop and maintain community and stakeholder relationships	100
	No Previous Equivalent		CULRSK501A	Monitor compliance with copyright and licence requirements	40
CUVPRP03B	Develop and apply knowledge of Aboriginal or Torres Strait Islander Cultural Arts	50	CUVATS301A	Develop and apply knowledge of Aboriginal or Torres Strait Islander cultural arts	50
CUVADM10B	Research and utilise revenue and funding opportunities	40	CUVFIM401A	Obtain revenue to support operations	40
CUVCRS01B	Plan work for a nominated site	20	CUVPRP202A	Participate in planning work for nominated sites	20
CUVCRS13B	Store finished work	20	CUVPRP203A	Store finished creative work	20

Traineeships

The following table provides a summary of the qualifications in the CUL11 Library, Information and Cultural Services Training Package and the accredited traineeship courses they will replace.

CUL04 Current Qualification				CUL11 Replacement Qualification		
National ID	Qualification Title	Traineeship	Hours	National ID	Qualification Title	Hours
CUL20104	Certificate II Library-Information Services	Library and Information Services (Level 2)	335	CUL20111	Certificate II in Information and Cultural Services	360
CUL20204	Certificate II Museum Practice	Museum Practice (Level 2)	240	CUL20111	Certificate II in Information and Cultural Services	360
CUL30104	Certificate III Library-Information Services	Library and Information Services (Level 3)	525	CUL30111	Certificate III Information and Cultural Services	540
CUL30204	Certificate IV Museum Practice	Museum Practice (Level 2)	360	CUL30111	Certificate IV Information and Cultural Services	540
CUL40104	Certificate IV Library-Information Services	Library and Information Services (Level 4)	930	CUL40111	Certificate IV Library, Information and Cultural Services	790