

**MUSEUM AND
LIBRARY/INFORMATION
SERVICES
TRAINING PACKAGE
IMPLEMENTATION KIT**

**WESTERN AUSTRALIAN
DEPARTMENT OF TRAINING
AND EMPLOYMENT**

CUL99

MARCH 2000

FOREWORD

This Implementation Kit has been generated to enable stakeholders in the industry sector in Western Australia to participate in the managed implementation of the Training Package.

This Training package has been developed through great effort and significant co-operation within the library and information industry. To achieve maximum advantages from the Package, its implementation needs to occur in a planned manner.

The Museum & Library/Information Services Implementation Kit provides information to enable that to be achieved.

While the Kit in general reflects the Western Australia Department of Training and Employment's intent, it does not define policy, nor does it make statements or set values which are not subject to further consideration in the light of experience gained through the implementation of the Training Packages.

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ACKNOWLEDGEMENTS

The Museum and Library/Information Services Training Package, Implementation Guide was produced by the Western Australian Department of Training.

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INTRODUCTION

This Guide is designed to be read in conjunction with the endorsed components of the Museum and Library/Information Services Training Package CUL99

The purpose of this Guide is to provide information which will facilitate the utilisation of the Museum and Library/Information Services Training Package in Western Australia.

This Guide provides information on:

- Existing courses which will be replaced by Training Package qualifications
- Transition arrangements from existing courses to Training Package qualifications
- Alignment between units of competency and curriculum modules
- Model Training Programs
- Learning Resources
- Assessment Details

The Museum and Library/Information Services Training Package can be purchased from:

Australian Training Products
GPO Box 5347BB
MELBOURNE VIC 3001
Phone: 03 9630 9836
Internet: www.atpl.net.au
Email: sales@atpl.net.au

OR

CREATE Australia
Level 9, 481A Elizabeth Street
Surry Hills NSW 2010
Phone: 02 9211 5342
Internet: www.createaust.com.au
Email: create@createaust.com.au

PART A: LIBRARIES/INFORMATION SERVICES

EXISTING COURSES TO BE REPLACED BY TRAINING PACKAGE QUALIFICATIONS

The following table outlines existing courses which will be replaced by qualifications in the Museums and Library/Information Services Training Package

EXISTING COURSES	TRAINING PACKAGE QUALIFICATIONS
<p>ACT4551 / SIN 6956 Certificate in Library and Information Studies</p> <p>Nominal hours: 700</p>	<p>CUL30199 Certificate III in Library and Information Services</p> <p>Nominal hours: 600</p>
<p>ACT3497 / SIN 9640 Diploma of Library and Information Studies</p> <p>Nominal hours: 1420</p>	<p>CUL50199 Diploma of Library and Information Services</p> <p>Nominal hours: 1200</p>

The Training Package also includes two new qualifications which have no existing equivalent course. These are:

- **CUL40199 Certificate IV in Library and Information Services** – Nominal hours = 790
- **CUL60199 Advanced Diploma of Library and Information Services** – Nominal hours = 1380

ASSIGNMENT OF NOMINAL HOURS TO UNITS OF COMPETENCY

The following table provides nominal hours for each unit of competence. These nominal hours were allocated after consultation with the W.A. Branch of the Australian Library and Information Association (ALIA) and also with members of industry and the Arts Industry Training Council's Library Sub Committee (See Appendix 1). Information was also collected from lecturing staff at Central TAFE who have extensive experience in the delivery of previous and existing courses.

The nominal hours assigned to each Unit of Competency includes time for assessment. These nominal hours are related to delivery of the Unit in the traditional classroom situation.

UNIT CODE	UNIT TITLE	NOMINAL HOURS
CULLB201A	Assist clients to use an information service effectively	50
CULLB202A	Assist with the maintenance of service area	50
CULLB203A	Develop own information literacy skills	50
CULLB204A	Manage own work performance and learning	50
CULLB205A	Prepare, process and store resources	50
CULLB206A	Assist with circulation services	50
CULLB207A	Assist with programs, activities and promotion	50
CULLB301A	Participate in a work team	50
CULLB302A	Use bibliographic methods	50
CULLB303A	Accession and process resources	50
CULLB304A	Contribute to promotional programs and activities for clients	50
CULL305A	Process orders	50
CULLB306A	Respond to requests from other information providers for materials	50
CULLB307A	Use multimedia equipment	50
CULLB401A	Contribution to client access to information	60
CULLB402A	Contribute to effective working relationships	60
CULLB403A	Develop and apply own information literacy skills in working with clients	60
CULLB404A	Contribute to structuring bibliographic and other information systems	60
CULLB405A	Manage own work, development and learning	50
CULLB406A	Organise and co-ordinate work activities	50
CULLB407A	Use networked services effectively to provide access to information	50
CULLB408A	Acquire and process resources for access	50

CULLB409A	Maintain service area environment, resources and equipment	50
CULLB410A	Obtain information resources from remote sources for clients	50
CULLB411A	Provide promotion and programs and activities for clients	50
CULLB412A	Undertake cataloguing activities	50
BSZ401A	Plan assessment	20
BSZ402A	Conduct assessment	20
BSZ403A	Review assessment	10
BSZ404A	Train small groups	50
CULLB501A	Contribute to the organisation and co-ordination of the work of others	60
CULLB502B	Deliver information literacy programs for clients	80
CULLB503A	Organise information for clients access	100
CULLB504A	Provide clients with access to required information	80
CULLB505A	Analyse and describe materials	40
CULLB506A	Catalogue and classify material	80
CULLB507A	Contribute to collection development	30
CULLB508A	Develop and improve systems and processes to increase access to information	50
CULLB509A	Co-Ordinate selection and acquisition of information	50
CULLB510A	Establish and maintain consultation with, and promotion to client groups	50
CULLB511A	Lead a team	50
CULLB512A	Maintain and modify technological applications in the library	50
CULLB513A	Manage maintenance of physical resources and environment	50
CULLB514A	Provide assistance for research and projects	50
CULLB601A	Contribute to the development of the organisation's bibliographic management system	90
CULLB602A	Evaluate and extend own information literacy skills in working with clients	90
CULLB603A	Manage a major functional area	100
CULLB604A	Manage care and maintenance of the collection	100
CULLB605A	Manage collection development	100
CULLB606A	Provide database development	100
CULLB701A	Analyse and describe specialist and/or complex material	90
CULLB702A	Collect, analyse and evaluate information	90
CULLB703A	Facilitate client learning	85
CULLB704A	Initiate and carry out projects	90
CULLB705A	Lead a functional/major policy area	90
CULLB706A	Maintain and develop client services in a special area	90

CULLB707A	Manage external working relationships	80
CULLB708A	Manage information access	80
CULLB709A	Manage research program	85
CULLB710A	Market the library and library services	80
CULLB711A	Provide clients with access to information in a specialist area	80
CULLB712A	Provide consultancy service	85

TOTAL HOURS TO QUALIFICATION

COURSE NUMBER	COURSE NAME	TOTAL HOURS
CUL20199	Certificate II in Library and Information Services	350
CUL30199	Certificate III in Library and Information Services	600
CUL40199	Certificate IV in Library and Information Services	790
CUL50199	Diploma of Library and Information Services	1200
CUL60199	Advanced Diploma of Library and Information Services	1380

MODEL TRAINING PROGRAMS

The Museum and Library/Information Services Training Package, provides rules for the packaging of units of competence to form qualifications. These are as follows:

Certificate II = 7 units	6 compulsory + 1 other
Certificate III = 12 units	9 compulsory + 3 others
Certificate IV = 15 units	9 compulsory + 6 others
Diploma = 23 units	15 compulsory + 8 others
Advanced Diploma = 21 units	13 compulsory + 8 others

Provision is made for the customisation of courses, ie. modules from other endorsed national training packages may be included as “other” units, and existing units may be customised to ensure relevancy of qualifications to a particular workplace.

Keeping in mind these factors, the model training programs on the following pages have been devised to demonstrate how units of competence can be combined to form qualifications.

MODEL TRAINING PROGRAM 1

CUL20199 CERTIFICATE II IN LIBRARY AND INFORMATION SERVICES

Equates to skills and abilities required of a person employed in a Library Aide/Clerk position in the Library and Information Services industry. There are however, no guaranteed employment outcomes at this level.

UNIT CODE	UNIT TITLE	NOMINAL HOURS
	COMPULSORY UNITS	
CULLB201A	Assist clients to use an information service effectively	50
CULLB202A	Assist with the maintenance of service area	50
CULLB203A	Develop own information literacy skills	50
CULLB204A	Manage own work performance and learning	50
CULLB205A	Prepare, process and store resources	50
CULLB206A	Assist with circulation services	50
	ELECTIVE UNIT (Choose 1) Complete one elective unit – either the one listed below or one from another endorsed industry training package at Certificate II level	
CULLB207A	Assist with programs, activities and promotion	50
	TOTAL HOURS	350

MODEL TRAINING PROGRAM 2

CUL30199 CERTIFICATE III IN LIBRARY AND INFORMATION SERVICES

Equates to skills and abilities required of a person employed in a Library Assistant position in the Library and Information Services industry. There are however no guaranteed employment outcomes at this level.

UNIT CODE	UNIT TITLE	NOMINAL HOURS
	COMPULSORY UNITS	
CULLB201A	Assist clients to use an information service effectively	50
CULLB202A	Assist with the maintenance of service area	50
CULLB203A	Develop own information literacy skills	50
CULLB204A	Manage own work performance and learning	50
CULLB205A	Prepare, process and store resources	50
CULLB301A	Participate in a work team	50
CULLB302A	Use bibliographic methods	50
CULLB307A	Use multimedia equipment	50
BSZ404A	Train small groups	50
	ELECTIVES (Choose 3) Select at least two units from those listed below – the other unit may come from another endorsed industry training package	

	at Certificate III level	
CULLB303A	Accession and process resources	50
CULLB304A	Contribute to promotional programs and activities for clients	50
CULLB305A	Process orders	50
CULLB306A	Respond to requests from other information providers for material	50
	TOTAL HOURS	600

MODEL TRAINING PROGRAM 3

CUL40199 CERTIFICATE IV IN LIBRARY AND INFORMATION SERVICES

Equates to skills and abilities required of a person employed as a “Technician in training” ie working towards the Diploma of Library and Information Services position in the Library and Information Services industry. There are however, no guaranteed employment outcomes at this level.

UNIT CODE	UNIT TITLE	NOMINAL HOURS
COMPULSORY UNITS		
CULLB401A	Contribute to client access to information	60
CULLB402A	Contribute to effective working relationships	60
CULLB403A	Develop and apply own information literacy skills in working with clients	60
CULLB404A	Contribute to structuring bibliographic and other information systems	60
CULLB405A	Manage own work, development and learning	50
CULLB406A	Organise and coordinate work activities	50
CULLB407A	Use networked services effectively to provide access to information	50
CULLB307A	Use multimedia equipment	50
BSZ404A	Train small groups	50

	ELECTIVES (Choose 6) Select at least three units from those listed below – the other three units may come from another endorsed industry training package at Certificate IV level	
CULLB408A	Acquire and process resources for access	50
CULLB409A	Maintain service area environment, resources and equipment	50
CULLB410A	Obtain information resources from remote sources for clients	50
CULLB411A	Provide promotion and programs and activities for clients	50
CULLB412A	Undertake cataloguing activities	50
	TOTAL HOURS	790

MODEL TRAINING PROGRAM 4

CUL50199 DIPLOMA OF LIBRARY AND INFORMATION SERVICES

Equates to skills and abilities required of a person employed as a Library Technician in the Library and Information Services industry. There are however, no guaranteed employment outcomes at this level.

UNIT CODE	UNIT TITLE	NOMINAL HOURS
	COMPULSORY UNITS	
CULLB401A	Contribute to client access to information	60
CULLB402A	Contribute to effective working relationships	60
CULLB403A	Develop and apply own information literacy skills in working with clients	60
CULLB405A	Manage own work, development and learning	50
CULLB406A	Organise and coordinate work activities	50
CULLB407A	Use networked services effectively to provide access to information	50
CULLB501A	Contribute to the organisation and coordination of the work of others	60
CULLB502A	Deliver information literacy programs for clients	80
CULLB503A	Organise information for client access	100
CULLB504A	Provide clients with access to required information	80

CULLB307A	Use multimedia equipment	50
BSZ404A	Train small groups	50
BSZ401A	Plan assessment	20
BSZ402A	Conduct assessment	20
BSZ403A	Review assessment	10
	ELECTIVES (Choose 8) Select at least four units from those listed below – the other four units may come from another endorsed industry training package at Diploma level	
CULLB505A	Analyse and describe material	40
CULLB506A	Catalogue and classify material	80
CULLB507A	Contribute to collection development	30
CULLB508A	Develop and improve systems and processes to increase access to information	50
CULLB509A	Coordinate selection and acquisition of information	50
CULLB510A	Establish and maintain consultation with, and promotion to, client groups	50
CULLB511A	Lead a team	50
CULLB512A	Maintain and modify technological applications	50

	in the library	
CULLB513A	Manage maintenance of physical resources and environment	50
CULLB514A	Provide assistance for research and projects	50
	TOTAL HOURS	1200

**MODEL TRAINING PROGRAM 5
CUL60199 ADVANCED DIPLOMA OF LIBRARY AND
INFORMATION SERVICES**

Equates to skills and abilities required of a person employed as an experienced Library Technician in the Library and Information Services industry. There are however, no guaranteed employment outcomes at this level.

UNIT CODE	UNIT TITLE	NOMINAL HOURS
COMPULSORY UNITS		
CULLB501A	Contribute to the organisation and coordination of the work of others	60
CULLB502A	Deliver information literacy programs for clients	80
CULLB504A	Provide clients with access to required information	80
CULLB508A	Develop and improve systems and processes to increase access to information	50
CULLB514A	Provide assistance for research and projects	50
CULLB601A	Contribute to the development of the organisation's bibliographic management system	90
CULLB602A	Evaluate and extend own information literacy skills in working with clients	90
CULLB603A	Manage a major functional area	100
CULLB307A	Use multimedia equipment	50

BSZ404A	Train small groups	50
BSZ401A	Plan assessment	20
BSZ402A	Conduct assessment	20
BSZ403A	Review assessment	10
	<p style="text-align: center;">ELECTIVES (Choose 8)</p> <p>Select at least four units from those listed below. At least one unit must be selected from Group A. The remaining 3 units may be selected from Group A or Group B</p> <p>The other four units may come from another endorsed industry training package at Advanced diploma level OR from the specialist units</p>	
	GROUP A	
CULLB604A	Manage care and maintenance of the collection	100
CULLB605A	Manage collection development	100
CULLB606A	Provide database development	100
	GROUP B	
CULLB505A	Analyse and describe material	40
CULLB506A	Catalogue and classify material	80
CULLB510A	Establish and maintain consultation with, and promotion to, client groups	50

CULLB512A	Maintain and modify technological applications in the library	50
	TOTAL HOURS	1380

SPECIALIST UNITS

The following units of competency may be packaged with the Advanced Diploma as outlined above or used in professional development programs

UNIT CODE	UNIT TITLE	NOMINAL HOURS
CULLB701A	Analyse and describe specialist and/or complex material	90
CULLB702A	Collect, analyse and evaluate information	90
CULLB703A	Facilitate client learning	85
CULLB704A	Initiate and carry out projects	90
CULLB705A	Lead a functional/major policy area	90
CULLB706A	Maintain and develop client services in a special area	90
CULLB707A	Manage external working relationships	80
CULLB708A	Manage information access	80
CULLB709A	Manage research program	85
CULLB710A	Market the library and library services	80
CULLB711A	Provide clients with access to information in a specialist area	80
CULLB712A	Provide consultancy service	85

TRANSITION ARRANGEMENTS

The following transition arrangements will apply to courses which are being replaced by training package qualifications:

- **Existing full time students in the current qualification – Diploma of Library and Information Studies (9640)**

Students who are currently enrolled full time in the Diploma of Library and Information Studies will be given until Second Semester, 2002 to complete their course. (Note: those students who enrol as new full time students in Second Semester, 2000 will be given the option of transferring to the training package)

- **Existing part time students in the current qualification – Diploma of Library and Information Studies (9640)**

Students who are currently enrolled part time in the Diploma of Library and Information Studies will be given until Second Semester, 2002 to complete their course. It is proposed that fast track courses be offered from Second Semester 2000 in order to facilitate this process. It is hoped however, that wherever possible, part time students will be transferred to the training package from February 2001.

- **New full time and part time enrolments – First Semester, 2001**

As of the start of First Semester, 2001, all new full time and part time students will be enrolled into the training package.

ALIGNMENT BETWEEN UNITS OF COMPETENCE AND COURSE MODULES

The tables which follow show alignment between units of competence and current course modules.

These tables provide information which will facilitate the conversion of current student enrolments from existing courses into the new qualifications contained in the training package, and for the transfer of credits.

NOTE

In order to progress to the next level of qualifications, all competencies from the lower level of qualifications, must be achieved, eg. all competencies at Certificate II must be achieved before the student progresses to Certificate III level competencies, and so on.

CONVERSION/TRANSFER OF CREDITS

CERTIFICATE II IN LIBRARY AND INFORMATION SERVICES COURSE NUMBER: CUL20199

Qualification requirement: 7 units = 6 compulsory units + 1 other

UNIT CODE	UNIT TITLE	CURRENT MODULES
CULLB201A	Assist clients to use an information service effectively	LIS001,LIS002,LIS003 NCS018, LIS011
CULLB202A	Assist with the maintenance of service area	LIS004, LIS009, LIS010, ABD507, NCS018, LIS014
CULLB203A	Develop own information literacy skills	LIS002
CULLB204A	Manage own work performance and learning	LIS012, LIS014, NGMS209, NGMS105
CULLB205A	Prepare, process and store resources	LIS004
CULLB206A	Assist with circulation services	LIS005, NCS005, NCS018
	ELECTIVE UNIT	
CULLB207A	Assist with programs, activities and promotion	LIS009

**CERTIFICATE III IN LIBRARY AND INFORMATION SERVICES
COURSE NUMBER: CUL30199**

Qualification requirement: 13 units = 8 compulsory units + 3 others

UNIT CODE	UNIT TITLE	CURRENT MODULES
CULLB201A	Assist clients to use an information service effectively	LIS001, LIS002, LIS003, NCS018, LIS011
CULLB202A	Assist with the maintenance of service area	LIS004, LIS009, LIS010, ABD507, NCS018
CULLB203A	Develop own information literacy skills	LIS002
CULLB204A	Manage own work performance and learning	LIS012, LIS014, NGMS209, NGMS105
CULLB205A	Prepare, process and store resources	LIS004
CULLB301A	Participate in a work team	NGMS106, NCS004, NCS005, LIS014
CULLB302A	Use bibliographic methods	LIS006, LIS004, LIS013, LIS003
CULLB307A	Use multimedia equipment	LIS010
BSZ404A	Train small groups	LIS011, LIS031
	ELECTIVE UNITS	
CULLB303A	Accession and process resources	LIS006, LIS007
CULLB304A	Contribute to promotional programs and activities for clients	LIS009, LIS015, LIS017, NCS018

CULLB305A	Process orders	LIS008
CULLB306A	Respond to requests from other information providers for material	LIS003, LIS005, LIS013, LIS020

**CERTIFICATE IV IN LIBRARY AND INFORMATION SERVICES
COURSE NUMBER: CUL40199**

Qualification requirement: 15 units = 9 compulsory units + 6 others

UNIT CODE	UNIT TITLE	CURRENT MODULES
CULLB401A	Contribute to client access to information	LIS020, LIS021, LIS030, NCS011, LIS022
CULLB402A	Contribute to effective working relationships	NGMS106, NCS004
CULLB403A	Develop and apply own information literacy skills in working with clients	NGMS209, LIS002
CULLB404A	Contribute to structuring bibliographic and other information systems	LIS020, LIS013
CULLB405A	Manage own work, development and learning	NGMS209, NGMS105
CULLB406A	Organise and coordinate work activities	NGMS106, ABD507, ABD569, LIS029, NCS004
CULLB407A	Use networked services effectively to provide access to information	LIS020, LIS021, LIS034
CULLB307A	Use multimedia equipment	LIS010
BSZ404A	Train small groups	LIS011, LIS031
	ELECTIVE UNITS	

CULLB408A	Acquire and process resources for access	LIS027
CULLB409A	Maintain service area environment, resources and equipment	ABD569, LIS029
CULLB410A	Obtain information resources from remote sources for clients	LIS020, LIS021, LIS022, LIS013, LIS017
CULLB411A	Provide promotion and programs and activities for clients	LIS015
CULLB412A	Undertake cataloguing activities	LIS006, LIS026

DIPLOMA IN LIBRARY AND INFORMATION SERVICES
COURSE NUMBER: CUL50199

Qualification requirement: 23 units = 15 compulsory and 8 others

UNIT CODE	UNIT TITLE	CURRENT MODULES
CULLB401A	Contribute to client access to information	LIS020, LIS021, LIS030, NCS011, LIS022
CULLB402A	Contribute to effective working relationships	NGMS106, NCS004
CULLB403A	Develop and apply own information literacy skills in working with clients	NGMS209, LIS002
CULLB405A	Manage own work, development and learning	LIS032, NGMS209, NGMS105
CULLB406A	Organise and coordinate work activities	NGMS106, ABD507, ABD569, LIS029, NCS004
CULLB407A	Use networked services effectively to provide access to information	LIS020, LIS021, LIS034, ITG401
CULLB501A	Contribute to the organisation and coordination of the work of others	NGMS106, ABD507, ABD569, LIS029, NCS004
CULLB502A	Deliver information literacy programs for clients	LIS031
CULLB503A	Organise information for client access	LIS017, LIS030, LIS034
CULLB504A	Provide clients with access to required information	LIS020, LIS021, LIS030, NCS011

CULLB307A	Use multimedia equipment	LIS010
BSZ404A	Train small groups	LIS011, LIS031
BSZ401A	Plan assessment	LIS031
BSZ402A	Conduct assessment	NO EQUIVALENT
BSZ403A	Review assessment	NO EQUIVALENT
	ELECTIVE UNITS	
CULLB505A	Analyse and describe material	LIS025
CULLB506A	Catalogue and classify material	LIS023, LIS024, LIS025, LIS026
CULLB507A	Contribute to collection development	LIS027, LIS028
CULLB508A	Develop and improve systems and processes to increase access to information	NGMS105, LIS034, LIS017
CULLB509A	Coordinate selection and acquisition of information	LIS027, LIS028
CULLB510A	Establish and maintain consultation with, and promotion to, client groups	LIS030, NCS011
CULLB511A	Lead a team	NGMS106, NCS004
CULLB512A	Maintain and modify technological applications in the library	NO EQUIVALENT MODULE

CULLB513A	Manage maintenance of physical resources and environment	ABD569, LIS029
CULLB514A	Provide assistance for research and projects	LIS033

ADVANCED DIPLOMA IN LIBRARY AND INFORMATION SERVICES

COURSE NUMBER: CUL60199

Qualification requirement: 21 units = 13 compulsory + 8 others

UNIT CODE	UNIT TITLE	CURRENT MODULES
CULLB501A	Contribute to the organisation and coordination of the work of others	NGMS106, ABD507, ABD569, LIS029, NCS004
CULLB502A	Deliver information literacy programs for clients	LIS031
CULLB504A	Provide clients with access to required information	LIS020, LIS021, LIS030, NCS011
CULLB508A	Develop and improve systems and processes to increase access to information	NGMS105, LIS034, LIS017
CULLB514A	Provide assistance for research and projects	LIS033
CULLB601A	Contribute to the development of the organisation's bibliographic management system	NO EQUIVALENT MODULE
CULLB602A	Evaluate and extend own information literacy skills in working with clients	LIS002, LIS020, LIS021, LIS013
CULLB603A	Manage a major functional area	NO EQUIVALENT MODULE
CULLB307A	Use multimedia equipment	LIS010

BSZ404A	Train small groups	LIS011, LIS031
BSZ401A	Plan assessment	LIS031
BSZ402A	Conduct assessment	NO EQUIVALENT MODULE
BSZ403A	Review assessment	NO EQUIVALENT MODULE
ELECTIVE UNITS		
GROUP A		
CULLB604A	Manage care and maintenance of the collection	NO EQUIVALENT MODULE
CULLB605A	Manage collection development	NO EQUIVALENT MODULE
CULLB606A	Provide database development	NO EQUIVALENT MODULE
GROUP B		
CULLB505A	Analyse and describe material	LIS025
CULLB506A	Catalogue and classify material	LIS023, LIS024, LIS025, LIS026
CULLB510A	Establish and maintain consultation with, and promotion to, client groups	LIS030, NCS011
CULLB512A	Maintain and modify technological applications in the library	NO EQUIVALENT MODULE

SPECIALIST UNITS

UNIT CODE	UNIT TITLE	CURRENT MODULES
CULLB701A	Analyse and describe specialist and/or complex material	NO EQUIVALENT MODULE
CULLB702A	Collect, analyse and evaluate information	NO EQUIVALENT MODULE
CULLB703A	Facilitate client learning	NO EQUIVALENT MODULE
CULLB704A	Initiate and carry out projects	NO EQUIVALENT MODULE
CULLB705A	Lead a functional/major policy area	NO EQUIVALENT MODULE
CULLB706A	Maintain and develop client services in a special area	NO EQUIVALENT MODULE
CULLB707A	Manage external working relationships	NO EQUIVALENT MODULE
CULLB708A	Manage information access	NO EQUIVALENT MODULE
CULLB709A	Manage research program	NO EQUIVALENT MODULE
CULLB710A	Market the library and library services	NO EQUIVALENT MODULE
CULLB711A	Provide clients with access to information in a specialist area	NO EQUIVALENT MODULE
CULLB712A	Provide consultancy service	NO EQUIVALENT MODULE

TRAINEESHIPS

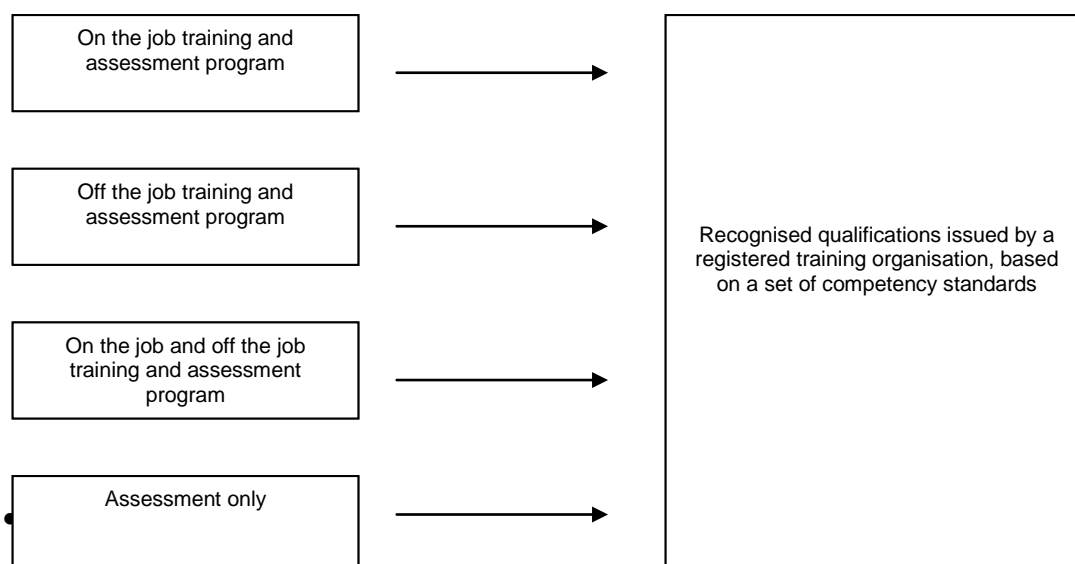
No traineeships are currently offered in this area in Western Australia. The Western Australian Department of Training and Employment will consider supporting traineeships in this area, but this will only occur if there are sufficient numbers of prospective trainees and adequate numbers of support agencies.

LEARNING STRATEGIES AND ASSESSMENT

OVERVIEW

The Museum & Library/Information Services Industry Training Package includes assessment guidelines in the main volume. Booklets 1-7 also include suggested learning and assessment strategies and instruments, as does each unit of competence. These should be consulted for detailed information on learning strategies and assessment.

The following diagram, taken from the Museum & Library/Information Services Industry Training package, summarises the four main pathways to a qualification in library and information services:



Qualifications may be obtained in the following ways:

- A formal course of training delivered by an RTO
- Recognition of current competencies and prior learning, which is based on either previous training and/or work experience

IMPLICATIONS OF LEARNING AND ASSESSMENT STRATEGIES

The increasing emphasis on skills recognition and evidence based approaches to learning and assessment across the VET sector, places an increased importance on the delivery and assessment of competencies within a workplace context whenever and wherever possible.

Because of this increased emphasis, it is proposed that the library and information services section of the Museum & Library/Information Services Training Package, be delivered and assessed in a combination of on and off the job modes. Specifically, that there be a block of industry placement for students, as part of their holistic assessment, at each level of qualification.

This has implications for various sectors of the library and information industry. Specifically, it will require individual libraries and information agencies to accept students on varying periods of industry placement – according to the level of qualification being undertaken. It may also require that staff in these agencies participate with an accredited assessor, in on the job assessment of current employees who are undergoing skills recognition, in order to gain a qualification. This is not intended to be an onerous task on the part of industry, but rather an assistant role in implementing an accurate, reliable and valid assessment system.

STATEMENT OF ATTAINMENT

A Statement of Attainment is a record of competencies achieved. If a qualification is only partly achieved, a Statement of Attainment can be issued for the successful completion of any individual units.

This allows individuals to upgrade or increase their skill levels on the job, by completing relevant units of competencies rather than a whole qualification.

A Statement of Attainment can be used for recognition of competencies achieved in Short courses or Customised Training.

LEARNING RESOURCES AND ASSESSMENT MATERIALS

There are limited learning and assessment resources available to support the implementation of the library and information services section of the Museum & Library/Information Services Training Package.

Existing curriculum material may be used, provided it is adapted to reflect the updated elements in the competencies. Training and Assessment Resource Booklets 1-7 for the library and information services section of the training package, give detailed examples of where current curriculum material may be updated and used to deliver and assess the new qualifications.

The following organisations publish resources which may assist in the delivery of the new qualifications:

COMPANY DETAILS	RESOURCES AVAILABLE
<p>CREATE Australia Level 9, 481A Elizabeth Street Surry Hills NSW 2010 Telephone: (02) 9211 5342 Fax: (02) 9221 5346 Email: www.createaust.com.au</p>	<ul style="list-style-type: none"> • <i>Museums & Library/Information Services Training Package</i> (Endorsed Component) • <i>Training and Assessment Resource Booklets</i> (Non-endorsed Component)
<p>DocMatrix PO Box 170 Campbell 2612 Telephone: (02) 6247 9204 Fax: (02) 6247 7446 Email: mortimer@docmatrix.com.au</p>	<ul style="list-style-type: none"> • <i>Learn Information</i> (LIS001, LIS002, LIS003) • <i>Learn Basic Library Skills</i> (LIS004, LIS005, LIS006, LIS007) • <i>Learn Reference Work</i> (LIS020) • <i>Learn Descriptive Cataloguing</i> (LIS023) • <i>Learn Subject Access</i> (LIS025) • <i>Learn Dewey Decimal Classification (Edition 21)</i> (LIS024) • <i>Learn Multimedia Equipment</i> (LIS010) • <i>Learn Library Management</i> (LIS029)

PART B: MUSEUMS

EXISTING COURSES TO BE REPLACED BY TRAINING PACKAGE QUALIFICATIONS

There are currently no formal courses registered in Western Australia in the Museums Sector.

The table below outlines the qualifications in the Museums & Library/Information Services Training Package.

CODE	QUALIFICATION TITLE	NOMINAL HOURS
CUL20299	Certificate II in Museum Practice	210
CUL30299	Certificate III in Museum Practice	390
CUL40299	Certificate IV in Museum Practice	660
CUL50299	Diploma of Museum Practice	1060
CUL60299	Advanced Diploma of Museum Practice	1220

ASSIGNMENT OF NOMINAL HOURS TO UNITS OF COMPETENCY

The following table provides nominal hours for each unit of competence. These nominal hours are related to delivery of the unit in the traditional classroom situation.

UNIT CODE	UNIT TITLE	NOMINAL HOURS
CULMS201A	Develop and apply knowledge of the institution	30
CULMS202A	Assist clients to access services and facilities	30
CULMS203A	Assist in maintaining public areas	30
THHCOR03A	Follow health, safety and security procedures	5
CUECOR1A	Manage own work and learning	30
CULMS205A	Observe and report basic condition of collection	30
CUECOR2A	Work with others	30
CULMS207A	Assist with the presentation of public activities and events	25
CULMS208A	Maintain appearance of the institution	25
CULMS209A	Provide and sell products and services to visitors	25
CUECLE1A	Undertake general administrative procedures	25
CULMS301A	Apply knowledge of the institution's disaster preparedness plan	35
CULMS302A	Assist with the movement and storage of objects	35
CULMS303A	Establish and maintain security	30
CULMS304A	Protect the collection	30
CULMS305A	Provide assistance with installing and dismantling exhibitions	30
THHGS03A	Provide first aid	25
CULMS306A	Transport objects to new locations	30
CULMS401A	Use legislative and cultural protocols in the institution	40
CULMS402A	Maintain a safe and secure environment	40
BSXFMI401A	Manage personal work priorities and professional development	50
BSXFMI404A	Participate in, lead and/or facilitate work teams	50
CULMS403A	Contribute to the institution's marketing	40
CULMS404A	Contribute to the preservation of objects	40
THTSMAO1A	Co-Ordinate the production of brochures and marketing materials	40
CULMS406A	Deliver information, activities and events	40
CULMS407A	Install and dismantle small exhibitions	40

CULMS408A	Maintain the condition and security of the institution	40
CULMS409A	Plan and carry out the movement and storage of objects	40
CULMS410A	Provide research assistance	40
CULLMS411A	Provide technical support for the accommodation of objects	40
CULMS412A	Record and maintain information about the collection	40
CULMS413A	Use information technology	40
BSZ401A	Plan Assessment	15
BSZ402A	Conduct Assessment	15
BSZ403A	Review Assessment	5
BSZ404A	Train small groups	30
BSXFMI503A	Establish and manage effective workplace relationships	60
BSXFMI507A	Manage quality customer service	60
CULMS501A	Apply basic preservation techniques	60
CULMS502A	Arrange to acquire or dispose of objects	60
CULMS503A	Contribute to budget development	60
CULMS504A	Coordinate installation and dismantling of small exhibitions	55
CULMS505A	Document objects	55
BSXFMI505A	Manage operations to achieve planned outcomes	60
BSXFMI506A	Manage workplace information	60
CULMS506A	Plan, develop and deliver activities, events and programs	55
CULMS507A	Promote the institution	55
CULMS508A	Provide information technology support	55
CUEMAR2A	Undertake market research	55
CUEMAR3A	Undertake marketing activities	55
CULMS601A	Assist the conservator in conserving the collection	50
BSXFMI511A	Contribute to the development of a workplace learning environment	60
CULMS602A	Contribute to planning and acquisition of computer system	55
CULMS603A	Coordinate exhibitions and/or public programs	60
CULMS604A	Coordinate the acquisition and disposal of objects	55
CULMS605A	Coordinate the movement and storage of objects and the maintenance of information records	55
CUEFIN1A	Develop a budget	30
CULMS607A	Develop small exhibitions	55
CULMS608A	Develop, implement and evaluate plans	55
CULMS609A	Develop policies and strategies	55

CULMS610A	Identify and describe objects	50
CULMS611A	Lend and borrow objects	50
CUEFIN2A	Manage a budget	30
CULMS613A	Manage volunteer services	55
BSXFMI502A	Provide leadership in the workplace	60
CULMS615A	Pursue and develop sponsorship opportunities	55
CULMS616A	Recruit and select volunteers and paid staff	55
CULMS617A	Undertake research	50

TOTAL HOURS TO QUALIFICATION

COURSE NUMBER	COURSE NAME	TOTAL HOURS
CUL20299	Certificate II in Museum Practice	210
CUL30299	Certificate III in Museum Practice	390
CUL40299	Certificate IV in Museum Practice	660
CUL50299	Diploma of Museum Practice	1060
CUL60299	Advanced Diploma of Museum Practice	1220

MODEL TRAINING PROGRAMS

The Museum and Library/Information Services Training Package, provides rules for the packaging of units of competence to form qualifications. These are as follows:

Certificate II = 8 units	7 compulsory + 1 other
Certificate III = 13 units	8 compulsory + 5 others
Certificate IV = 16 units	6 compulsory + 10 others
Diploma = 20 units	7 compulsory +13 others
Advanced Diploma = 23 units	6 compulsory + 17 others

Provision is made for the customisation of courses, ie. modules from other endorsed national training packages may be included as “other” units, and existing units may be customised to ensure relevancy of qualifications to a particular workplace.

Keeping in mind these factors, the model training programs on the following pages have been devised to demonstrate how units of competence can be combined to form qualifications.

MODEL TRAINING PROGRAM 1

CUL20299 CERTIFICATE II IN MUSEUM PRACTICE

Appropriate for a person working as a Museum Aide in the Museum sector of the industry

UNIT CODE	UNIT TITLE	NOMINAL HOURS
	COMPULSORY UNITS	
CULMS201A	Develop and apply knowledge of the institution	30
CULMS202A	Assist clients to access services and facilities	30
CULMS203A	Assist in maintaining public areas	30
THHCORO3A	Follow health, safety and security procedures	5
CUECOR1A	Manage own work and learning	30
CULMS205A	Observe and report basic condition of collection	30
CUECOR2A	Work with others	30
	ELECTIVE UNIT (Choose 1) Complete one elective unit – either the one listed below or one from another endorsed industry training package at Certificate II level	
CULMS207A	Assist with the presentation of public activities and events	25
CULMS208A	Maintain appearance of the institution	25

Western Australian Implementation Guide – Museum and Library/Information Services Training Package, March 2000

CULMS209A	Provide and sell products and services to visitors	25
CUECLE1A	Undertake general administration procedures	25
	TOTAL HOURS	210

MODEL TRAINING PROGRAM 2

CUL30299 CERTIFICATE III IN MUSEUM PRACTICE

Appropriate for a person working as a Museum Assistant in the Museum sector of the industry

UNIT CODE	UNIT TITLE	NOMINAL HOURS
	COMPULSORY UNITS	
CULMS201A	Develop and apply knowledge of the institution	30
CULMS301A	Apply knowledge of the institution's disaster preparedness plan	35
CULMS202A	Assist clients to access services and facilities	30
CULMS203A	Assist in maintaining public areas	30
THHCOR03A	Follow health, safety and security procedures	5
CUECOR1A	Manage own work and learning	30
CULMS205A	Observe and report basic condition of the collection	30
CUECOR2A	Work with others	30
	ELECTIVES (Choose 5) Select at least three units from those listed below – the other two units may come from another endorsed industry training package at Certificate III level	
CULMS302A	Assist with movement and storage of objects	35

Western Australian Implementation Guide – Museum and Library/Information Services Training Package, March 2000

CULMS303A	Establish and maintain security	30
CULMS304A	Protect the collection	30
CULMS209A	Provide and sell products and services to visitors	25
CULMS305A	Provide assistance with installing and dismantling exhibitions	30
THHGHS03A	Provide First Aid	25
CULMS306A	Transport objects to new locations	30
CUECLE1A	Undertake general administration procedures	25
	TOTAL HOURS	390

MODEL TRAINING PROGRAM 3

CUL401299 CERTIFICATE IV IN MUSEUM PRACTICE

Appropriate for a person working as a Technician, Practitioner Stage 1 in the Museum sector of the industry

UNIT CODE	UNIT TITLE	NOMINAL HOURS
COMPULSORY UNITS		
CULMS301A	Apply knowledge of the institution's disaster preparedness plan	35
CULMS401A	Use legislative and cultural protocols in the institution	40
CULMS402A	Maintain a safe and secure environment	40
BSXFMI401A	Manage personal work priorities and professional development	50
BSXFMI404A	Participate in, lead and/or facilitate work teams	50
CULMS304A	Protect the collection	30
ELECTIVES (Choose 10) Select at least eight units from those listed below – the other two units may come from another endorsed industry training package at Certificate IV level		
CULMS403A	Contribute with institution's marketing	40
CULMS404A	Contribute to the preservation of objects	40

THTSMA01A	Coordinate the production of brochures and marketing materials	40
CULMS406A	Deliver information, activities and events	40
CULMS407A	Install and dismantle exhibitions	40
CULMS408A	Maintain the condition and security of the institution	40
CULMS409A	Plan and carry out the movement and storage of objects	40
THHGHS03A	Provide First Aid	25
CULMS410A	Provide research assistance	40
CULMS411A	Provide technical support for the accommodation of objects	40
CULMS412A	Record and maintain information about the collection	40
CULMS413A	Use information technology	40
	TOTAL HOURS	660

MODEL TRAINING PROGRAM 4

CUL50299 DIPLOMA OF MUSEUM PRACTICE

Appropriate for a person working as a Technician, Experienced Practitioner in the Museum sector of the industry

UNIT CODE	UNIT TITLE	NOMINAL HOURS
COMPULSORY UNITS		
CULMS401A	Use legislative and cultural protocols in the institution	40
BSXFMI503A	Establish and manage effective workplace relationships	60
CULMS402A	Maintain a safe and secure environment	40
BSXFMI401A	Manage personal work priorities and professional development	60
BSXFMI507A	Manage quality customer service	60
BSXFMI404A	Participate in, lead and/or facilitate work teams	60
CULMS304A	Protect the collection	30
ELECTIVES (Choose 13) Select at least eleven units from those listed below – the other two units may come from another endorsed industry training package at Diploma level		
CULMS501A	Apply basic preservation techniques	60
CULMS502A	Arrange to acquire or dispose of objects	60

CULMS503A	Contribute to budget development	60
CULMS504A	Coordinate installation and dismantling of small exhibitions	55
CULMS505A	Document objects	55
BSXFMI505A	Manage operations to achieve planned outcomes	60
BSXFMI506A	Manage workplace information	60
CULMS409A	Plan and carry out the movement and storage of objects	55
CULMS506A	Plan, develop and deliver activities, events and programs	55
CULMS410A	Provide research assistance	55
CULMS507A	Promote the institution	55
THHGHS03A	Provide First Aid	25
CULMS508A	Provide information technology support	55
CUEMAR2A	Undertake market research	55
CUEMAR3A	Undertake marketing activities	55
CULMS413A	Use information technology	40
	TOTAL HOURS	1060

MODEL TRAINING PROGRAM 5

CUL60299 ADVANCED DIPLOMA OF MUSEUM PRACTICE

Appropriate for a person working as a Professional Practitioner, Stage 1 in the Museum Sector of the Industry

UNIT CODE	UNIT TITLE	NOMINAL HOURS
COMPULSORY UNITS		
CULMS401A	Use legislative and cultural protocols in the institution	40
CULMS402A	Maintain a safe and secure environment	40
BSXFMI401A	Manage personal work priorities and professional development	60
BSXFMI507A	Manage quality customer service	60
CULMS304A	Protect the collection	30
CULMS413A	Use information technology	40
ELECTIVES (Choose 17) Select at least fifteen units from those listed below. The other two units may come from another endorsed industry training package at Advanced diploma level		
CULMS601A	Assist the conservator in conserving the collection	50
BSXFMI511A	Contribute to the development of a workplace learning environment	60

CULMS603A	Coordinate exhibitions and/or public programs	60
CULMS604A	Coordinate the acquisition and disposal of objects	55
CULMS605A	Coordinate the movement and storage of objects and the maintenance of information records	55
CUEFIN1A	Develop a budget	30
CULMS607A	Develop small exhibitions	55
CULMS608A	Develop, implement and evaluate plans	55
CULMS609A	Develop policies and strategies	55
CULMS505A	Document objects	55
CULMS610A	Identify and describe objects	50
CULMS611A	Lend and borrow objects	50
CUEFIN2A	Manage a budget	30
BSXFMI505A	Manage operations to achieve planned outcomes	60
CULMS613A	Manage volunteer services	55
BSXFMI506A	Manage workplace information	60
CULMS507A	Promote the institution	55

BSXFMI502A	Provide leadership in the workplace	55
CULMS615A	Pursue and develop sponsorship opportunities	55
CULMS616A	Recruit and select volunteers and paid staff	60
CULMS617A	Undertake research	60
CUEMAR3A	Undertake marketing activities	55
	TOTAL HOURS	1220

TRANSITION ARRANGEMENTS

As there are currently no registered qualifications offered in the Museum Sector, there are no existing students who need to be transferred to the new training package.

ALIGNMENT BETWEEN UNITS OF COMPETENCE AND COURSE MODULES

As there are currently no registered qualifications offered in the Museum Sector, there are no commensurate modules to be aligned with the new training package.

TRAINEESHIPS

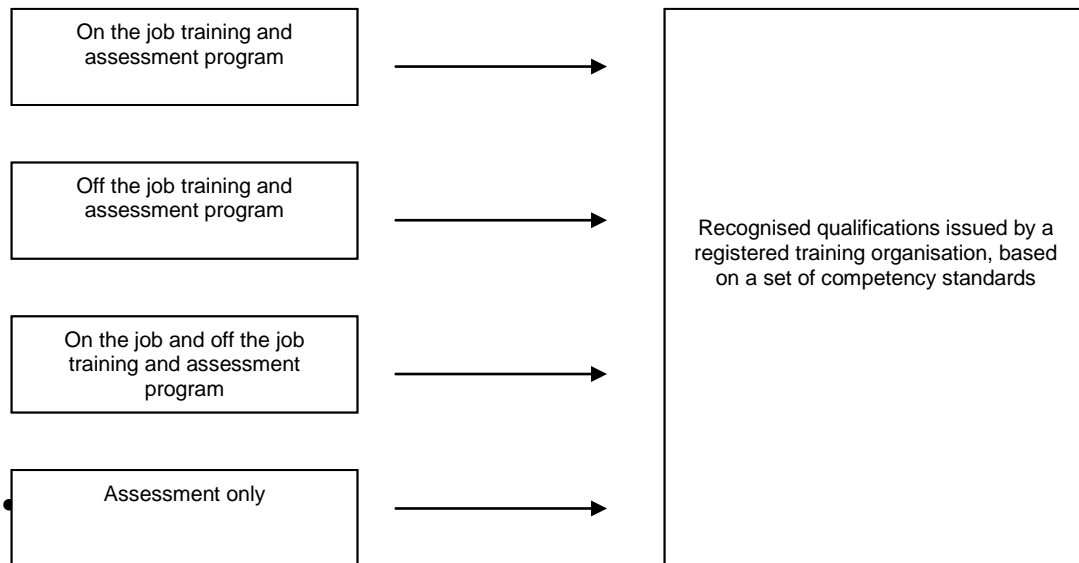
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OVERVIEW

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The following diagram, taken from the Museum & Library/Information Services Industry Training package, summarises the four main pathways to a qualification in the Museum Sector:



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- A formal course of training delivered by an RTO
- Recognition of current competencies and prior learning, which is based on either previous training and/or work experience