



## **DIPLOMA OF LIBRARY AND INFORMATION SERVICES (Level 5)**

### **DESCRIPTION**

The Diploma of Library and Information Services aims to produce graduates with the relevant skills and knowledge to be able to effectively support and meet customer demands in libraries and other centres that deal with a large volume of information. Through instruction and demonstration, students will learn skills associated with collection management, cataloguing, research, use of digital tools, developing and promoting activities and programmes, and customer service. Training elements throughout the course will emphasise the importance of understanding what your customers want, how to work with others to meet this needs and contribute in the workplace

### **CAREER OPPORTUNITIES**

Job roles and titles vary across different industry sectors. Possible job titles relevant to this qualification include but are not limited to:

- Library Assistant
- Library Technician
- Library Attendant
- Junior Information Assistant

### **LENGTH OF PROGRAMME**

Full Time	1 year
Part Time	2 years

### **ELIGIBILITY/ADMISSION REQUIREMENTS**

To be admitted to this programme, a person shall have:

- (i) A pass in Senate recognised Year 12 / Form 6 or equivalent with English; or
- (ii) Completed Certificate IV in Library/Information Studies; or
- (iii) Met mature student admission criteria with relevant work experience.

### **COURSE INFORMATION**

This programme has a total of 8 courses.

Course Code	Course Title	Semester	Delivery Mode	Campus	Fees (FJD)
CEL 51	Collection Management	1	Blended	All Campuses	\$525
CEL 52	Descriptive Cataloguing	1	Blended	All Campuses	\$525
CEL 53	Subject Cataloguing & Cataloguing Developments	2	Blended	Laucala	\$525
CEL 54	Reference Sources & Services	2	Blended	Laucala	\$525
CEL 55	Circulation & Inter-Library Loans	1	Blended	Laucala	\$525
CEL 56	Customer services & Integrated Library Systems (ILS)	2	Blended	Laucala	\$525

CEL 57	Marketing Library Services & Activities	1	Blended	Laucala	\$525
CEL 58	Placement in the LIS Industry (Practicum)	1 & 2	Blended	Laucala	\$525

## **ASSESSMENT**

All courses are competency based and assessment varies with each course which may include observations, questions and answers, case studies, portfolios, work samples, assignments, written tasks, oral questioning, projects, training record books, practical demonstrations, and third party reports. Workplace based assessments are applicable to working students only.

## **RECOGNITION OF PRIOR LEARNING**

Recognition of Prior Learning (RPL) takes into account the knowledge and skills you have already gained through your previous education and work. This may be through formal or informal training, paid or unpaid work experience, and can earn you credits if relevant to the courses of this programme. Student may apply for RPL with \$100 application fee when enrolling for the programme. Student is to pay full course fee for the courses that have been awarded with an RPL.

## **CREDIT TRANSFER**

Do you already have a qualification, statements of attainment or academic statements for courses completed at another recognised institution? If yes, Pacific TAFE may award credit transfers after assessing: learning outcomes, content, credit points and assessment tools used; and ascertaining their relevance and appropriateness to this qualification. This one-off absolute decision lies with Pacific TAFE. There is no cost for this arrangement.

## **EXIT POINTS**

You may exit from this qualification and receive a Statement of Attainment for courses you have successfully completed.

## **LEARNING RESOURCES & SUPPORT SERVICES**

Students are issued with learning materials and hand-outs relevant to each course. Some courses require the purchase of text books/manuals; these are available from the USP Book Centre and a copy is available from the University Library. Students will have full access to Library, Counselling Programmes, ITS Labs, email access, online learning support and Campus Life activities. Learning Support Team provides learning support via one-to-one consultation through an "open door" policy, Academic Skills Workshops and Industry Mentoring Programmes. Students can also access online learning support on "Moodle" which is USP's online learning management system.

## **QUALIFICATION PATHWAYS**

After completing this qualification, graduates may pursue other vocational and higher studies programmes at USP and where applicable. This qualification is accepted as an entry for admission to Faculty programmes with credit transfers and RPL at USP at the discretion of the Schools in each Faculty.

## **USP'S OBLIGATIONS, STUDENTS' RIGHTS**

The Student Grievance Policy and Procedures apply to all students of the University. The Student Grievance Policy provides the guiding principles for resolving student grievances, and appealing decisions about grievances. The Policy is accompanied by the Student Grievance Procedures (together referred to as the 'Student Grievance Policy and Procedures'). Students enrolled in a course will automatically become members of the USP Students' Association.

## **FOR MORE INFORMATION CONTACT:**

Customer Service Centre

Phone: 3231223/3231224/3231870

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Website: [www.usp.ac.fj/pacifictafe](http://www.usp.ac.fj/pacifictafe)