****

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

**This qualification is internationally accredited by the Australian Library and Information Association (ALIA).**

# 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:

1. A pass in Senate recognised Year 12 / Form 6 or equivalent with English; or
2. Completed Certificate IV in Library/Information Studies; or
3. 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) |
| CEL51 | Collection Management | 1 | Blended | All Campuses | $550 |
| CEL52 | Descriptive Cataloguing | 1 | Blended | All  Campuses | $550 |
| CEL53 | Subject Cataloguing Classification | 2 | Blended | Laucala | $550 |
| CEL54 | Reference Sources & Services | 2 | Blended | Laucala | $550 |
| CEL55 | Circulation & Inter-Library Loans | 1 | Blended | Laucala | $550 |
| CEL56 | Customer services & Integrated Library Systems (ILS) | 2 | Blended | Laucala | $550 |
| CEL57 | Marketing Library Services &  Activities | 1 | Blended | Laucala | $550 |
| CEL58 | Placement in the LIS Industry (Practicum) | 1 & 2 | Blended | Laucala | $550 |

# 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.

# 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

Email: pacifictafe@usp.ac.fj

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