

CERTIFICATE IV IN LIBRARY / INFORMATION STUDIES

This qualification is nationally accredited on the Fiji Qualifications Framework (FQF) by the Fiji Higher Education Commission (FHEC), and it is also registered on the Pacific Register of Qualifications and Standards (PRQS).

DESCRIPTION

This qualification introduces students to the role of libraries in society, the responsibilities of librarians and other information professionals, and current issues such as literacy and intellectual freedom. Students learn development of libraries in the Pacific and elsewhere using the emerging ICT knowledge.

CAREER OPPORTUNITIES

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

- Library Assistant
- Library Attendant
- Junior Information Assistant

LENGTH OF PROGRAMME

Full Time	1 year
Part Time	1 and half years

ELIGIBILITY/ADMISSION REQUIREMENTS

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

- i. A pass in Form 6 with English or equivalent; or
- ii. Relevant work experience; or
- iii. Met the mature student admission criteria

COURSE INFORMATION

This programme has a total of five (5) courses.

Course Code	Course Title	Semester	Delivery Mode	Campus	Fees (FJD)
CEL41	Introduction to Library Systems and Services	1	Blended	All Campuses	\$310
CEL42	Building our Library Resources	1	Blended	All Campuses	\$310
CEL43	Supporting the Information Needs of Our Users	1	Blended	All Campuses	\$310
CEL44	Lending and Promotion of Library Collections	2	Blended	All Campuses	\$310
CEL45	Organising our Library Resources	2	Blended	All Campuses	\$310

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