*This multipurpose document is a student Training Plan and a Student Training and Assessment Record. These records of student progress cover all units from the BSB50520 training package and can be used to record outcomes for the Diploma in Library and Information Services, as well as individual units from this package. It can be used to record outcomes from training and assessment activities, recognition of prior learning, credit transfer and/or status. The type of assessment activity is recorded in the Grade column.*

*Assessor initials and dates each unit when completed. Assessor to sign when the assessment process is completed (whether for a full qualification or Statement of Attainment).*

## BSB50520 training package rules

4 core units and 12 elective units = 16 units, TP001239, [training.gov.au qualification detail](https://training.gov.au/Training/Details/BSB50520)

**Student details**

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Student name:** |  | | | **Student ID:** |  | | | |
| **Contact phone number:** |  | **Email address (preferred):** | |  | | | | |
| **Date of birth:** |  | **TAFE Email address:** | | |  | | --- | |  | | | | | |
| **Have you completed a CSPA test?** | | **Yes  No** | | | | | | |
| **CSPA results (lecturer to add CSPA results)** | | **Reading à** |  | **Numeracy à** | |  | **Writing à** |  |
| **Bridging unit(s) required?**  *If yes, provide details of workshop* | |  | | | | | | |
| **Are you interested in a VET student loan?** | | **Yes  No  Not sure** | | | | | | |
| *If YES, please note the required* ***start date*** *for each subject you are registering in. You* ***must*** *register into each CRN* ***more than 15 days prior to census day*** *to enable you to receive a VET student loan fee notice. Failure to register in time will mean fees cannot be deferred to a VET Student Loan and fees will be required to be paid up-front.* | | | | | | |
| **Timetable with fees** | | Please refer to [Learn Library Studies Hub](https://learn.tafesa.edu.au/course/view.php?id=1698) for the latest copy of the timetable | | | | | | |

**SEE OVER PAGE FOR STUDENT TRAINING PLAN**

## Student training plan

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **National Code** | **TAFE Code** | **Nominal hours** | **Unit of competency** | **Grade** | **Initial** | **Date** | **Comments** |
| BSBINS404 | FACZD | 30 | **Search library and information databases** |  |  |  |  |
| BSBOPS404 | FACZG | 40 | **Implement customer service strategies** |  |  |  |  |
| BSBINS507 | FADFM | 35 | **Use advanced functions of integrated library management systems** |  |  |  |  |
| BSBINS403 | FADEN | 20 | **Obtain information from external and networked sources** |  |  |  |  |
| BSBINS604 | FADDE | 50 | **Contribute to collection management** |  |  |  |  |
| BSBINS511 | FADDP | 60 | **Develop and promote library activities, events and public programs** |  |  |  |  |
| BSBINS503 | FADAA | 20 | **Monitor compliance with copyright and license requirements** |  |  |  |  |
| BSBINS509 | FADEY | 50 | **Promote literature and reading** |  |  |  |  |
| ICTSAS432 | TABTA | 40 | **Identify and resolve client ICT problems** |  |  |  |  |
| BSBLDR414 | FADDX | 50 | **Lead team effectiveness** |  |  |  |  |
| BSBINS516 | FADFE | 100 | **Undertake cataloguing activities.**  Note: On-Campus is highly recommended. |  |  |  |  |
| BSBINS407 | FACZF | 60 | **Consolidate and maintain industry knowledge**  Note: This unit includes a 10 day (70 hour) vocational placement in a school or public library. |  |  |  |  |
| BSBINS505 | FADFB | 100 | **Provide subject access and classify material**  Note: *Complete a range of cataloguing activities* must be completed first. |  |  |  |  |
| BSBINS504 | FADEA | 45 | **Maintain digital repositories**  Note: *Provide subject access and classify material* must be taken in conjunction or completed first. |  |  |  |  |
| BSBINS602 | FADAG | 50 | **Extend own information literacy** |  |  |  |  |
| BSBPMG430 | FADAE | 50 | **Undertake project work** |  |  |  |  |

## Overall comments

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|  |

## Lecturer declaration

I certify that I have discussed a study plan with < > and have recommended the units that should be undertaken via study, RPL, status or credit.

**Signature:** **Jane Lawn**  **Date:**