**BSB40720: Certificate IV Library and Information Services**

**Individual Training Plan (ITP)**

*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 BSB40720 training package and can be used to record outcomes for the Certificate IV 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).*

## BSB40720 training package rules

5 core units and 9 elective units = 14 units  
<https://training.gov.au/Training/Details/BSB40720>   
TP01234

## Student details

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Student name:** |  | | | **Student ID:** |  | | | |
| **Contact phone number:** |  | **TAFE email address:** | |  | | | | |
| **Date of birth:** |  | **Personal 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* | |  | | | | | | |
| **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 CRNs and Fee schedules | | | | | | |

| **National Code** | **TAFE Code** | **Nominal hours** | **Unit of competency** | **Grade** | **Initial** | **Date** | **Comments** |
| --- | --- | --- | --- | --- | --- | --- | --- |
| BSBINS404 | FACKZ | 30 | **Search library and information databases** |  |  |  | CORE. |
| BSBINS406 | FACKX | 40 | **Assist customers to access information** Note: *Search library and information databases* must be completed first. |  |  |  | CORE. |
| BSBINS403 | FACKY | 20 | **Obtain information from external and networked sources** Note: To be studied in conjunction with *Assist Customers to Access Information*. |  |  |  | Group A elective. |
| BSBWRT311 | FACWA | 30 | **Write simple documents** |  |  |  | Group B elective. |
| BSBINS405 | FACKW | 30 | **Use integrated library management systems** |  |  |  | Group A elective. |
| BSBINS511 | FACLA | 60 | **Develop & promote activities, events and public programs** |  |  |  | Group A elective. |
| BSBWHS311 | FACYD | 40 | **Assist with maintaining workplace safety** |  |  |  | CORE. |
| BSBINS305 | FADES | 40 | **Participate in cataloguing activities** |  |  |  | Group A elective. |
| BSBINS509 | FADEY | 50 | **Promote literature and reading** |  |  |  | Elective Other. |
| ICTSAS432 | TABTA | 40 | **Identify and resolve client ICT problems** |  |  |  | Elective Other. |
| BSBOPS404 | FACZG | 40 | **Implement customer service strategies** |  |  |  | CORE. |
| BSBXCM401 | FACZH | 50 | **Apply communication strategies in the workplace** |  |  |  | Group B elective. |
| BSBINS408 | FADEZ | 20 | **Present information from and about records** |  |  |  | Group A elective. |
| BSBINS407 | FACKS | 60 | **Consolidate and maintain industry knowledge**  Note: This unit includes a 10 day (70 hour) vocational placement in a school or public library. |  |  |  | CORE. |

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** **2022**