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|  | BSB50520Diploma of Library and Information Services – 16 units Semester 2, 2023 | TAFE Code: TP01239 |

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| **CRN** | **TAFE CODE** | **STUDY MODE** **Day, time, room** | **UNIT OF COMPETENCY** | **NOM.**  **HRS.** | **LECTURER** | **SUMMARIES** |
| Term 3 | FACZD | TUESDAY  Online & oncampus  10am-12pm | **BSBINS404** Search library and information databases | 30 | [Jane.Lawn@tafesa.edu.au](mailto:Jane.Lawn@tafesa.edu.au) | 10 weeks – begins Tuesday 25 July online & on-campus  Room: AG.04 |
| Term 3 & 4 | FADDP | THURSDAY  Online & on-campus 10am-12pm | **BSBINS511** Develop and promote activities, events and public programs | 60 | [Jane.Lawn@tafesa.edu.au](mailto:Jane.Lawn@tafesa.edu.au) | 16 weeks – begins Thursday 27 July  Room: AG.04 |
| Term 3 | FACZG | TUESDAY Online  9am-11am | **BSBOPS404** Implement customer service strategies | 40 | [Cunneen.Clohesy@tafesa.edu.au](mailto:Cunneen.Clohesy@tafesa.edu.au) | 10 weeks – begins Tuesday 25 July |
| Term 3 or 4 | TABTA | Online  Time TBC | **ICTSAS432** Identify and resolve client ICT problems | 40 | [Jackie.Brooks@tafesa.edu.au](mailto:Jackie.Brooks@tafesa.edu.au) | 10 weeks |
| Term 3 | FADAE | FRIDAY  Online & on-campus  9am-3.30pm | **BSBPMG430** Undertake project work | 60 | [Anne.Tonkin@tafesa.edu.au](mailto:Anne.Tonkin@tafesa.edu.au) | 10 weeks – Begins online & on-campus Friday 28 July  Room: A109 |
| Term 4 | FADDX | WEDNESDAY  Online | **BSBLDR414** Lead team effectiveness | 50 | [Petrina.Jude@tafesa.edu.au](mailto:Petrina.Jude@tafesa.edu.au) | 10 weeks – Begins online 10 October |
| Term 4 | FADEN | TUESDAY  Online  10am-11.30am | **BSBINS404** Obtain information from external and networked sources | 20 | [Jane.Lawn@tafesa.edu.au](mailto:Jane.Lawn@tafesa.edu.au) | 10 weeks – Begins online 10 October |
| Term 3 & 4 | FACZF | Online 12.30pm-1.30pm | **BSBINS407** Consolidate and maintain library industry knowledge  **ONGOING STUDENTS ONLY, complete in your final semester** | 40 | [Amanda.Ward@tafesa.edu.au](mailto:Amanda.Ward@tafesa.edu.au) | 16 weeks – Begins online Friday 28 July  *BSBINS407 Consolidate and maintain industry knowledge includes a work placement of 10 days.* |
| Term 3 & 4 | FADFE | THURSDAY  Online & on-campus | **BSBINS516** Undertake cataloguing activities  **ONGOING STUDENTS ONLY** | 100 | [Jane.Lawn@tafesa.edu.au](mailto:Jane.Lawn@tafesa.edu.au) | 16 weeks – Begins Thursday 27 July 1.30-3.30pm  Room: A.G04 |
| Term 3 & 4 | FADAG | FRIDAY  Online  10am-12pm | **BSBINS602** Extend own information literacy skills | 50 | [Amanda.Ward@tafesa.edu.au](mailto:Amanda.Ward@tafesa.edu.au) | 12 weeks – Begins online Friday 4 August |
| Term 3 & 4 | FADFB | Friday  Online & on-campus  10am-12pm | **BSBINS505** Provide subject access and classify material  See Note 1 & 2. | 100 | [Jane.Lawn@tafesa.edu.au](mailto:Jane.Lawn@tafesa.edu.au) | 16 weeks – Begins online & on-campus Friday 28 July |
| Term 3 & 4 | FADEA | WEDNESDAY Online  10am-12pm | **BSBINS504** Maintain digital repositories  See Note 2. | 45 | [Jane.Lawn@tafesa.edu.au](mailto:Jane.Lawn@tafesa.edu.au) | 12 weeks – Begins online Wednesday 23 August |

*\*Where possible, on campus & online classes are recorded.*

1. Students need to have completed **Undertake cataloguing activities** first **before** they do **Provide subject access and classify materials**.
2. Students need to have completed OR be doing **Provide subject access and classify materials before** they do **Maintain digital repositories**.
3. If possible, students should be leaving **Consolidate and maintain industry knowledge** until one of the final subjects in the Diploma.