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|  | BSB50520Diploma of Library and Information Services – 16 unitsSemester 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 & oncampus10am-12pm | **BSBINS404** Search library and information databases | 30 | Jane.Lawn@tafesa.edu.au  | 10 weeks – begins Tuesday 25 July online & on-campus Room: AG.04 |
| Term 3 & 4 | FADDP | THURSDAYOnline & on-campus10am-12pm | **BSBINS511** Develop and promote activities, events and public programs | 60 | Jane.Lawn@tafesa.edu.au  | 16 weeks – begins Thursday 27 JulyRoom: AG.04 |
| Term 3 | FACZG | TUESDAYOnline9am-11am | **BSBOPS404** Implement customer service strategies | 40 | 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  | 10 weeks |
| Term 3 | FADAE | FRIDAYOnline & on-campus9am-3.30pm | **BSBPMG430** Undertake project work | 60 | Anne.Tonkin@tafesa.edu.au  | 10 weeks – Begins online & on-campus Friday 28 JulyRoom: A109  |
| Term 4 | FADDX | WEDNESDAYOnline | **BSBLDR414** Lead team effectiveness | 50 | Petrina.Jude@tafesa.edu.au  | 10 weeks – Begins online 10 October |
| Term 4 | FADEN | TUESDAYOnline 10am-11.30am | **BSBINS404** Obtain information from external and networked sources | 20 | Jane.Lawn@tafesa.edu.au  | 10 weeks – Begins online 10 October |
| Term 3 & 4 | FACZF | Online12.30pm-1.30pm | **BSBINS407** Consolidate and maintain library industry knowledge **ONGOING STUDENTS ONLY, complete in your final semester** | 40 | 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 | 16 weeks – Begins Thursday 27 July 1.30-3.30pmRoom: A.G04 |
| Term 3 & 4 | FADAG | FRIDAY Online10am-12pm | **BSBINS602** Extend own information literacy skills | 50 | Amanda.Ward@tafesa.edu.au | 12 weeks – Begins online Friday 4 August |
| Term 3 & 4 | FADFB | FridayOnline & on-campus10am-12pm | **BSBINS505** Provide subject access and classify materialSee Note 1 & 2. | 100 | Jane.Lawn@tafesa.edu.au | 16 weeks – Begins online & on-campus Friday 28 July |
| Term 3 & 4 | FADEA | WEDNESDAYOnline10am-12pm | **BSBINS504** Maintain digital repositoriesSee Note 2. | 45 | 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.