Announcement

WSQ ENTRY LEVEL COURSES FOR LIBRARY SUPPORT STAFF

Workplace Skills Qualification

7th & 8th September 2010 (9 - 5pm)

Module:
SUPPORT GENERAL REFERENCE AND INFORMATION ENQUIRY WORK
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**What?**
WSQ Courses are nationally recognised short competency based training courses leading to individual Statements of Achievement on successful completion of a brief assessment. Credits may be accumulated towards a WSQ Higher Certificate in Library and Information Work on successful completion of all Level 2 courses with equivalent to 150 hours of training.

**For whom?**
There are no specific prerequisites for these entry level courses apart from sound literacy and numeracy. As such these courses may be particularly suit able for:

- Staff working in a library but who have no specific education or training in library work
- Support staff in a library who are undertaking new duties in a different area
- Experiences support staff who would like a nationally recognised SOA or Certificate
- Experienced support staff who would like a more rounded or up to date understanding of the full range of library work

CI-LI-252S
What do you get?

On successful completion of assessment tasks, the individual is eligible for a WSQ Statement of Attainment in Library and Information Work issued by WDA for each completed programme.

Trainers and Assessors?

All our trainers and assessors are experienced professional librarians who also hold an ACTA (Advanced Certificate in Training and Assessment) certification.

Where?

This 2-day programme will be held at the NLBA Training Rooms, Level 3 Toa Payoh Public Library, near Toa Payoh MRT. Detailed directions will be given to all registrants.

Assessments will be held at the Library Instructional Commons (Block N2, Level 3B directly below Business Library) at Nanyang Technological University. Assessment appointment details will be confirmed later.

How much?

The subsidised fee (inclusive of GST) applicable to all Singaporeans and Singapore PRs is $205.
SUPPORT GENERAL REFERENCE AND INFORMATION ENQUIRY WORK

Programme 1: CI-LI-252S
WSQ support general and information enquiry work

This 2 day programme will cover the training required to:

- Answer basic enquiries
- Receive and refer more complex enquiries
- Search library catalogues and other basic finding tools
- Provide appropriate response, follow up and closure to enquirers
- Acquire a resource that is not part of the home collection for a customer

At the end of the programme participants will be able to:

- Apply appropriate techniques in face to face transactions
- Apply appropriate techniques in remote transactions
- Apply service recovery techniques where necessary
- Escalate technical issues where indicated
- Follow document services procedures

To enrol:

To enrol for this programme please click [here]. The personal information on this form is required by WDA in order to follow procedures for issuing Statements of Attainment and recording credit points towards a Higher Certificate if the individual is aiming to attend further courses.

What next?

In 2010-2011 there will be 7 further new courses on offer. These modules are also accredited under the Singapore Workforce Skill Qualification (WSQ). Trainees who have successfully completed and been issued with Statements of Attainment for all 8 courses will have gained enough credit points to become eligible for a WSQ Higher Certificate in Library Work. A full transcript will also be issued at this time. Details of later courses will be available soon.