

WSQ ENTRY LEVEL COURSES FOR LIBRARY SUPPORT STAFF

# Workplace Skills Qualification



**Level 2 Module:**

## **Support acquisitions and serials work**

Competency Code: CI-LI-249S-0

Workforce Development Agency and Library Association of Singapore



## Introduction

Welcome to the Library Association of Singapore (LAS) Training and Development Services which is the authorised training agency for the WSQ Framework – Higher Certificate in Library and Information Services (WSQ - HCLIS). There are five competency units in this framework related to library works. Each competency unit is known as a module. The five library related modules are:

CU1 - Provide loans and membership services

**CU2 - Support acquisitions and serials work**

CU3 - Support bibliographic control work

CU4 - Support collection maintenance

CU5 - Support general reference and information enquiry work

Upon successful completion of the assessment for each module, a Statement of Attainment (SOA) is awarded to the participant. When the participant has obtained all the SOAs, the Higher Certificate in Library and Information Services (HCLIS) will be awarded. This certificate is endorsed by the Singapore Workforce Skills Qualifications (WSQ) of Singapore Workforce Development Agency (WDA).

The HCLW will be useful for library and information workers in the field of library and information services as an entry qualification or for those who have been working in this area for a while but have yet to acquire a formal library and information qualification.

## Module Overview

This module, **Competency Unit 2 (CU2): Support acquisitions and serials work**, addresses the knowledge, skills and attitudes to facilitate a library's day-to-day acquisitions operation. On completion of this unit, the learner will have the knowledge and application skills in providing support to acquisitions and serials work.

This competency unit comprises the following competency elements:

1. Search standard sources to support collection development and for procurement
2. Order materials in all formats

3. Citation verification and duplicate checking
4. Handle payments
5. Receipt and check-in of library materials including claims
6. Provide support to the management of gifts and exchange of materials

## For whom

There are **no specific** pre-requisites for these entry level courses apart from sound literacy and numeracy. As such, these courses may be particularly suitable for:

- Staff working in a library but who have no specific education or training in library work
- Support staff new to library work or who are undertaking new duties in a different area
- Experienced 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



## What do you get

On successful completion of assessment tasks the individual is eligible for a WSQ Statement of Attainment in Library and Information Services 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

From March 2011 programmes will be held at the NLB Academy Singapore (NLBA) at the Toa Payoh Public Library. Do see separate notices for occasions where alternative venues are necessary.

## How much

Information on gross inclusive fees and estimated subsidised nett fees are provided on the course schedule.

## To enrol

Enrolments should open about 4 weeks prior to the course. The enrolment link is live only when course enrolments are current.

To enrol for this programme please click [here](#). Further personal information 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

Trainees who have successfully completed and been issued with Statements of Attainment for all courses will have gained enough credit points to become eligible for a **WSQ Higher Certificate in Library & Information Services**.