

WSQ ENTRY LEVEL COURSES FOR LIBRARY SUPPORT STAFF

Workplace Skills Qualification



Level 2 Module:

Support Bibliographic Control Work

22 - 24 Feb 2011

Competency Code: **CI-LI-250S-0**

Workforce Development Agency and Library Association of Singapore



Introduction

Welcome to the Library Association of Singapore (LAS), the authorised training agency for the Workforce Skills Qualifications (WSQ) Framework in Creative Industries, Competency Category: Library and Information Services. This competency category consists of five competency units. Each competency unit is known as a module. The five modules are:

CU1 – Provide loans and membership services

CU2 – Support acquisitions and serials work

CU3 – Support bibliographic control work

CU4 – Support collection development

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. These SOAs are endorsed at the national level by the Singapore Workforce Development Agency (WDA) under the WSQ Framework.

These SOAs 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 areas that map to the competency level 2 of the competency category for a while but have yet to acquire any formal library and information qualifications.

Module Overview

This module **Competency Unit 3 (CU3): Support bibliographic control work** addresses the knowledge, skills and attitudes needed in providing support to organising a collection.

This is inclusive of undertaking basic cataloguing and indexing activities; using bibliographic utilities for cataloguing to conform to standards and assisting in maintenance of authority files.

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 National Library Board 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**.

