Purpose Statement

BIIAB Level 2 Certificate in Libraries, Archives and Information Services – C00/1225/5

Overview

The BIIAB Level 2 Certificate in Libraries, Archives and Information Services has been designed to allow learners to obtain and then demonstrate the skills and knowledge to work at an operational level in Libraries, Archives and Information Services.

Due to constant regulatory, policy and funding changes users are advised to check this qualification has been placed in the relevant Apprenticeship Framework and / or is funded for use with individual learners before making registrations. If you are unsure about the qualification's status please contact BIIAB head office.

Who is this qualification for?

This qualification is appropriate for use in the following age ranges:

- 16-18
- 18+
- 19+

Skills and Education Group Awards expects approved centres to recruit with integrity on the basis of a learner's ability to contribute to and successfully complete all the requirements of a unit(s) or the full qualification.

What does the qualification cover?

Learners must achieve 27 credits. All credits must come from the 8 mandatory units listed below.

- **Creating and Maintaining a User Focussed Environment -** The learner will be able to maintain acceptable standards for users of Libraries, Archives or Information Services facilities and understand how to minimise disruption to users of Libraries, Archives or Information Services. They will also be able to set up, maintain and dismantle a display.

- **Helping Users to Obtain Access to Information and/or Material**
- The purpose of this unit is to provide the learner with the knowledge to help users to obtain access to information and/or material.

Purpose Statement

- **Issuing Information and/or Material -** The purpose of this unit is to provide the learner with the knowledge to be able to implement access arrangements, provide access to and process requests for information and/or material.

- **Locating and Replacing Information and/or Material -** The purpose of this unit is to provide the learner with the knowledge to be able to implement access arrangements, provide access to and process requests for information and/or material.

- **Protecting, Securing and Copying Information and/or Material -** The purpose of this unit is to provide the learner with the knowledge regarding protecting, securing and copying information and/or material.

- **Supporting Users to Make Use of Digital Resources -** The purpose of this unit is to provide the learner with the knowledge to understand the range and types of digital resources available to users. This will then help to support users in researching for information and communicating using digital resources.

- **Understanding the Libraries, Archive or Information Service Organisation -** The purpose of this unit is to provide the learner with the knowledge to understand the key aspects, policies and key stakeholders of a Libraries, Archives or Information Services (LAIS) organisation.

- **Understanding the Libraries, Archive or Information Service Environment -** The purpose of this unit is to provide the learner with the knowledge to understand the role of key types of organisations, trends and developments and the importance of key legislation in the Libraries, Archives or Information Services (LAIS) sector.

Assessment

This qualification is internally assessed and requires internal and external moderation. Specific requirements and restrictions may apply to individual units within qualifications. Please check unit and qualification details for specific information.

Centres must take all reasonable steps to avoid any part of the assessment of a learner (including any internal quality assurance and invigilation) being undertaken by any person who has a personal interest in the result of the assessment.

Purpose Statement

What could this qualification lead to?

The qualification is designed to equip learners with the knowledge and skills to work effectively in the Libraries, Archive and Information Services. It will also allow for a number of progression routes into Level 3 qualifications, to employment or into other areas of learning.

Achievement of the qualification offers opportunities for progression, including:

- BIIAB Level 3 Diploma in Libraries, Archives and Information Services

Centres should be aware that Reasonable Adjustments, which may be permitted for assessment, may in some instances limit a learner's progression into the sector. Centres must, therefore, inform learners of any limits their learning difficulty may impose on future progression.

Further Information

Further information on the qualification can be found on the Skills and Education Group Awards website.