Purpose Statement

BIIAB Level 3 Diploma in Libraries, Archives and Information Services – C00/0700/0

Overview

The BIIAB Level 3 Diploma 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, with some autonomy and some supervision.

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 45 credits. This must consist of:

- Group A **minimum** credits: **18 (note barred units)**
- Groups B, C and D minimum credits: **27**
  - Group B minimum credits: **6**
  - Group C minimum credits: **6**
  - An additional 15 minimum credits from Groups B, C and/or D
- A **minimum of 24** credits **must** be achieved through the completion of units at **Level 3** and above.

The units within this qualification are listed below:

Purpose Statement

Mandatory Units

- Understanding the Libraries, Archive or Information Services Environment
- Understanding the Libraries, Archives and Information Services environment
- Understanding the Libraries, Archive or Information Services Organisation
- Understanding a Libraries, Archives or Information Services organisation
- Approaches to the organisation of information and/or material
- Supporting Users to Make Use of
- Digital Resources
- Supporting users to make use of digital resources

Optional Group B Units

- Helping Users to Obtain Access to
- Information and/or Material
- Helping users to obtain access to information and/or material
- Creating and Maintaining a User Focussed Environment
- Creating and maintaining a user-focussed environment
- Providing induction and orientation activities for user
- Promoting Libraries, Archives and Information Services

Optional Group C Units

- Reader development
- Local studies
- Family history
- Palaeography
- Health information
- Engaging with the wider community

Optional Group D Units

- Leading a team
- Developing productive working relationships with colleagues
- Allocating and checking work in a team
- Managing own resources and professional development
- Protecting, Securing and Copying Information and/or Material
- Issuing Information and/or Material
- Locating and Replacing Information and/or Material
- School librarianship

Assessment

This qualification is internally assessed and requires internal and external moderation. Specific requirements and restrictions may apply to individual units

Purpose Statement

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.

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 also will allow for a number of progression routes into Level 4 qualifications, to employment or into other areas of learning.

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.