

# Business and Management

## Library, Information and Archive Services Assistant Level 3 Apprenticeship

### In Brief

#### Start Date / Duration

This apprenticeship programme can be started at any time and may run for up to 18 months.

#### Entry Requirements

- The entry requirements for this apprenticeship will be decided by each employer, but may typically be five GCSEs at grade C/4 or higher
- It is desirable that you have English and maths at grade C/4 or above but this is not essential as functional skills are delivered as part of the apprenticeship programme
- You will need to find an employer to employ you as an apprentice. Please see our [Apprenticeship vacancies](#).

#### You will achieve

Library, Information and Archive Services Assistant Level 3 Apprenticeship

### Course Overview

Library, Information and Archive Services (LIAS) Assistants perform a front line/global role in all sectors (including public, health, legal, commercial, educational, government, heritage/cultural and entertainment), supporting society through anticipating, determining, stimulating and satisfying the needs of existing and potential users for access to information in an ethical and fair or appropriate manner

In summary, LIAS Assistants help users find the information and resources they need in order to resolve their specific query. User needs vary across sectors and could include finding textbooks to support their learning; legal materials to support law activities; images to create a design; trademark information to create a new product; health information to diagnose a patient etc. Digital services, digital literacy, information literacy, general literacy, customer service, problem solving, organisation of resources and systems underpin and characterise the work in this profession

## Course Content

The duties typically take place in a public spaces such as libraries, archives, hospitals and other commercial/office or information-based organisations such as law firms, universities, schools, the media (e.g. broadcasting, journalism, film-making, social media) etc. In small organisations, such as law firms and schools, the services assistant will quite often be working on their own or independently , reporting directly to the head of the organisation/institution.

You will be expected to show competence in the following areas;

- Implement the organisational policies for handling information, physical and digital collections and related resources; using initiative to interpret users' needs and solve their problems – within legislative frameworks
- Acquire, receive, record, circulate and develop collections of physical and digital resources
- Provide access to information and related sources to meet users' diverse requirements
- Support users to develop confidence and skills in reading, researching, understanding and evaluating information
- Promote content, collections and displays to highlight value and impact and sustain user interest
- Administer and support the management and development of collections
- Execute withdrawal of information and related resources from use and store or dispose of them safely and sustainably
- Create an environment that supports the development of users and encourages learning and exploration of information and related resources
- Collaborate with users and stakeholders in the shaping, development and innovation of the service
- Develop and deliver excellent customer service to on-site and online users to support and create communities for sharing and engaging with information and related resources
- Describe and organise information and collections of physical and digital resources
- Store and preserve information and collections safely and securely

## How will I be assessed?

Assessment will take the form of;

- Project report and presentation, with questions
- Professional discussion, underpinned by a portfolio

## What Equipment Will I Need?

You will be required to provide paper, writing materials and a memory stick.

## Where will I study?

You will study within the workplace and attend classes at Barnsley College's Old Mill Lane Campus, Church Street, Barnsley, S70 2YW

## What can I do next?

There are a number of further study options available to you such as a supervisor/management qualifications.

## How much does the course cost?

There is no cost to being an apprentice. All costs associated with your apprenticeship, including the cost of training and your salary, will be paid by your employer.

## Financial support

You may be eligible for assistance with expenses such as travel, books, equipment and childcare. For further information please contact the Student Services Team on +44 (0)1226 216 267.

## Extra information

### Contact the Apprenticeship Team

For further information please contact the team on 01226 216166 or email: [apprenticeships@barnsley.ac.uk](mailto:apprenticeships@barnsley.ac.uk) [mailto:apprenticeships@barnsley.ac.uk]

## Want to join Barnsley Sports Academy and the Sports Village?

Barnsley College has a range of sports opportunities for all students to take part in, gain professional training and compete nationally and internationally. We also have a state-of-the-art fitness village, Honeywell Sports Village [<https://www.barnsley.ac.uk/shops-services/honeywell-sports-village/>] where students can make use of our fitness suite, spinning studio and classes for competitive rates. You don't have to be studying sport to get involved in the Sports Academy [<https://www.barnsley.ac.uk/barnsley-sports-academy/>] .

## Additional Learning Support

Our Additional Learning Support team can provide you with the support you need. Please contact them on +44 (0)1226 216 769.

## Disclaimer

Please note we reserve the right to change details without notice. We apologise for any inconvenience this may cause.

**Last updated:** 22nd May 2023

## **Want to apply?**

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Call us on **01226 216 123**