

Business and Management

Libraries, Archives, Records and Information Services Level 3 Work-based

In Brief

Start Date

You can start this programme at any point during the year and it will take a minimum of 12 months to complete.

Entry Requirements

No formal entry requirements but students must be working in this environment already to be able to provide the evidence required. A job analysis will be carried out with a member of the assessment team before a place on programme is confirmed.

You will achieve

Level 3 Diploma in Libraries, Archives and Information Services

Course Overview

If you are methodical, enthusiastic about the value of books and information, and are polite and friendly when dealing with people, this programme could be for you.

Course Content

Mandatory Units

- Approaches to the organisation of information and/or material
- Supporting users to make use of digital resources
- Understanding a libraries, archives or information service organisation
- Understanding a libraries, archives or information service environment

Plus the chance to choose a range of optional units which include:

- Creating and maintaining a user-focused environment
- Promoting libraries, archives and information services
- Providing induction and orientation activities for users
- Engaging with the wider community
- Reader development

- Leading a team
- School librarianship

How will I be assessed?

The course is assessed through the production of reports with supporting evidence, observation of the student working in the libraries, archives or information services organisation, questioning of the students' knowledge in this area and testimony from the students' workplace on their work.

What Equipment Will I Need?

You will be required to provide paper, writing materials, A4 ring binder, dividers and plastic wallets (unless the e-portfolio option is chosen).

Where will I study?

There is no college attendance required; support is offered via telephone and email and through 10 on site visits (if appropriate).

What can I do next?

On successful completion of the programme you may wish to consider higher education and undertake a degree in library studies.

How much does the course cost?

£895 full fee payable.

Extra information

Advanced Learner Loans

This course may be eligible for an Advanced Learner Loan. Contact our friendly Information Team on +44 (0)1226 216 123 or email info@barnsley.ac.uk [mailto:info@barnsley.ac.uk] . about eligibility and how to apply. You can also visit the Advanced Learner Loan [<https://www.barnsley.ac.uk/courses/paying-for-your-course/advanced-learner-loans/>] page.

Full Fee Payable

If the course is listed as full fee payable, you will have to pay for the course.

Contact the Information Unit

For further information please contact our friendly Information Team on +44 (0)1226 216 123 or email info@barnsley.ac.uk [mailto:info@barnsley.ac.uk]

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.

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Want to apply?

Visit <https://www.barnsley.ac.uk/apply> to get started

Call us on **01226 216 123**