

Libraries, Archives, Records and Information Management Services

Level 3 Apprenticeship

Helping you achieve excellence

Contact Us

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What is an Apprenticeship?

An Apprenticeship is a training programme that combines real employment with a recognised qualification.

The qualification is designed for those working in assistant roles in the full range of settings in libraries, archives and information services. As a level 3 qualification it provides recognition of the extensive range of skill and knowledge required to undertake library, archive and information service roles.



Apprenticeship Framework

There are a number of elements to each Apprenticeship and this is called the framework. This Apprenticeship framework has 3 main strands:

- **Main Aim** – This is an assessed qualification, designed to assess and judge the application of skills and knowledge to a competent level. Also to develop the essential skills and knowledge needed to be competent at the job role
- **Functional Skills element** - Generally the application of essential communication and numeracy skills applied to the job role. Dependant on previous qualifications you may be exempt from functional skills.
- **Employment responsibilities and rights** - What is needed to comply with essential employment legislation to ensure fairness, equality and the essential health and safety of the workplace

All Apprenticeships have a framework that has been developed specially for the relevant occupation. Our Level 3 Apprenticeship can take between 12 and 18 months to complete.

Delivery and Costs

To enter onto an Apprenticeship you must be employed for a minimum of 16 hours per week. During your Apprenticeship you will spend one day per month in the college. Workshop sessions and key skills are taught on college days. A tutor will visit you in your workplace at agreed times to observe your practical work and put together the portfolio needed for your qualification.

The training is free to Apprentices. As a full time employee you will receive your normal salary. Your employer will agree to release you for your college commitments at the scheduled times.

If you are currently unemployed, we offer a vacancy matching service at: www.apprenticeships.org.uk. This website enables you to search for, and apply for current Apprenticeship vacancies.

Course Content

To achieve the full Level 3 Diploma in Libraries, Archives and Information Services, you must obtain 45 credits by completing:

The mandatory units:

- Understanding the Libraries, Archives and Information Services environment.
- Understanding a Libraries, Archives or Information Service organisation
- Approaches to the organisation of information and/or material
- Supporting users to make use of digital resources

In addition to the mandatory units you must also achieve some optional units. These include:

- Protecting, securing and copying information and/or material
- Locating and replacing information and/or material
- Issuing information and/or material
- Creating and maintaining a user-focused environment

Progression

Research shows that apprentices earn, on average, over £100,000 more throughout their lifetime than other employees.

Your career doesn't have to stop at the Advanced Apprenticeship, if you want to go on to University you will find many institutes of Higher Education value your skills and knowledge and will happily offer you a place on a Foundation Degree or other higher level qualifications.

You can also carry on working, maybe get promoted, or apply for other jobs with your new qualification.