

Libraries, Archives, Records and Information Management Services

Apprenticeship Level 3

Helping your organisation to be more effective,
productive and competitive

Contact Us

please contact our business development
team on 020 8918 7272

e-mail business@south-thames.ac.uk

www.south-thames.ac.uk/employers

Version: May 2011

Apprenticeships are the proven way to train your workforce. Apprenticeships can make your organisation more effective, productive and competitive by addressing your skills gaps directly, even in uncertain economic times.

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.



Delivery and Costs

The majority of the funded training is for 16 to 18 year olds. For those aged 19+ government funding is reduced and Employers are required to make a fee contribution.

One day per month will be spent at College doing practical tasks, learning necessary job theory and developing key employment skills. In addition observation and assessment takes place in the work place every 6-8 weeks.

As the Employer you be required to give your Apprentices an induction into their role and provide on-the-job training. You are also responsible for paying your Apprentice a wage (16-18 and for those aged 19 and over in their first year of apprenticeship programme £2.50 p/h; 19-20 in second year of apprenticeship programme £4.92 p/h; 21 and over in second year of apprenticeship programme £5.93 p/h) and agreeing to release the employee for their college commitments at scheduled times.

Course Duration

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.

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 your employee 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.

Course Content

To achieve the full Level 3 Diploma in Libraries, Archives and Information Services, learners must obtain 45 credits.

All units are mandatory including:

- 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 candidates must achieve the following:

- 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

Candidates may progress onto Professional degree and postgraduate qualifications in Information Studies and Librarianship.