VETASSESS
Information sheet

Library Technician

ANZSCO: 399312   **Group C**

About this document

> The following Information Sheet is for your reference only and should be used as a guide to assist with your Skills Assessment application to VETASSESS. This information is subject to change.

> Please note that a Skills Assessment of the qualification involves assessment of both the qualification level and content. Qualifications are assessed according to the guidelines published by the Australian Government Department of Education.

> The employment assessment involves determining the skill level and relevance of the tasks undertaken.

> Integrity checks may be conducted to verify the qualification and employment claims made in an application.

Job description

Library Technician assists Librarians and other information managers in organising and operating systems for handling recorded material and files.

Library Technician is a VETASSESS Group C occupation

This occupation requires a qualification assessed as comparable to the educational level of an Australian Qualifications Framework (AQF) Diploma or higher.

Applicants can fulfil the assessment criteria for this occupation in four different ways.

*If employment is prior to the completion of the qualification at the required level, an applicant must have at least one year of highly relevant employment at an appropriate skill level within the last five years. The remaining three years of pre-qualifying period may be within the last ten years.

A positive assessment of both qualification level and employment duration is required for a positive Skills Assessment outcome.

GROUP C	Criteria for a positive Skills Assessment			
	Post-qualification Pathways			
	Minimum comparable Diploma or higher AQF level	With highly relevant major field of study	Additional highly relevant qualifications	Highly relevant employment duration
1	AQF	(book icon)	N/A	1 YEAR minimum
2	AQF	No highly relevant major	Minimum AQF Certificate IV level with highly relevant major	1 YEAR minimum
3	AQF	No highly relevant major	No additional highly relevant qualifications	2 YEARS minimum
	Pre-qualification Pathway			
	Highly Relevant employment duration			Minimum comparable Diploma or higher AQF level
4	3 YEARS minimum + 1 YEAR minimum (Within last 5 years)	With or without highly relevant major field of study		AQF

Description of Pathways

The information below describes the available pathways for a Skills Assessment under **Group C**. Please note that in order to achieve a successful Skills Assessment Outcome, a suitable assessment for both qualifications and employment is required.

Pathway 1

This pathway requires a qualification assessed as comparable to the education level of an Australian Qualifications Framework (AQF) Diploma or higher and in a field highly relevant to the nominated occupation.

Diploma or higher includes AQF Advanced Diploma, Associate Degree, Bachelor Degree, Graduate Diploma, Master Degree or Doctoral Degree.

In addition, it is essential for applicants to meet the following employment criteria:

> at least **one** year of post-qualification employment at an appropriate skill level, undertaken in the last five years,

> working 20 hours or more per week, and

> highly relevant to the nominated occupation.

Pathway 2

This pathway requires a qualification assessed as comparable to the education level of an Australian Qualifications Framework (AQF) Diploma or higher and in a field not highly relevant to the nominated occupation.

Diploma or higher includes AQF Advanced Diploma, Associate Degree, Bachelor Degree, Graduate Diploma, Master Degree or Doctoral Degree.

An additional qualification in a highly relevant field of study at a minimum AQF Certificate IV level is required. Additional qualifications in a highly relevant field of study include those comparable to the AQF Certificate IV.

In addition, it is essential for applicants to meet the following employment criteria:

> at least **one** year of post-qualification employment at an appropriate skill level, undertaken in the last five years,

> working 20 hours or more per week, and

> highly relevant to the nominated occupation.

Pathway 3

This pathway requires a qualification assessed as comparable to the education level of an Australian Qualifications Framework (AQF) Diploma or higher and in a field not highly relevant to the nominated occupation.

Diploma or higher includes AQF Advanced Diploma, Associate Degree, Bachelor Degree, Graduate Diploma, Master Degree or Doctoral Degree.

In addition, it is essential for applicants to meet the following employment criteria:

> at least **two** years of post-qualification employment at an appropriate skill level, undertaken in the last five years,

> working 20 hours or more per week, and

> highly relevant to the nominated occupation.

Pathway 4

This pathway requires a qualification assessed as comparable to the education level of an Australian Qualifications Framework (AQF) Diploma or higher with or without a highly relevant major field of study to the nominated occupation.

Diploma or higher includes AQF Advanced Diploma, Associate Degree, Bachelor Degree, Graduate Diploma, Master Degree or Doctoral Degree.

In addition, it is essential for applicants to meet the following employment criteria:

> at least **four** years of employment at an appropriate skill level that includes at least **one** year of highly relevant employment within the last five years before applying,

> working 20 hours or more per week, and

> highly relevant to the nominated occupation.

Qualification

Librarianship is the study of selecting, acquiring, organising and storing library resources, and facilitating the retrieval and dissemination of information.

This occupation requires a qualification assessed as comparable to the education level of an Australian Qualifications Framework (AQF) Diploma or higher and in a field highly relevant to the nominated occupation.

Employment Criteria

Highly relevant tasks include, but are not limited to:

> Ordering new library materials and maintaining library records and circulation systems
> Cataloguing printed and recorded material
> Entering data into databases and editing computer records
> Operating audiovisual and reprographic equipment
> Searching and verifying bibliographic data