

# Library, Information & Archive Service Assistant

**Level:** 3

**Typical Duration:** 18 months

**Possible Job Role:** Librarian, Archive Assistant, Archive Officer

## Course Overview

Library, Information and Archive Services (LIAS) Assistant Apprentices perform a front line role in all sectors 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.

Learners will understand the needs of people using information in all its formats including digital, organise and manage those information resources. This may include arranging and displaying the resources; marketing and promoting the resources; and providing access to the resources.

They will gain transferable skills across a range of services, such as library, archive, knowledge, customer services, and learning support, whilst helping people to use and value the available resources.

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 and the media etc.

## Qualification Achieved

On completion of this apprenticeship, you will hold a Library, Information and Archive Services Assistant Level 3 Apprenticeship. Additional qualifications achieved include:

- Level 2 Functional Skills Mathematics
- Level 2 Functional Skills English

## Progression

The role may act as a gateway to further career and training opportunities, including, but not limited to:

- Senior Librarian
- Librarian
- Archive Coordinator

## Learning & Assessment

Apprentices will be assigned a dedicated tutor. The tutor will visit monthly in the workplace, as well as being on hand to support throughout the duration of the apprenticeship programme. The frequency of these sessions may be more depending on the needs of the apprentice.

## End Point Assessment

Each Apprentice must undergo an independent end-point assessment to determine the outcome of their apprenticeship. The assessments will assess the knowledge, skills and behaviours gained during their programme. The methods in which this apprenticeship is assessed are:

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

## Entry Requirements

Individual employers may set their own criteria for this apprenticeship.

## Hire an Apprentice

We can work with you to source a suitable applicant for your organisation or you can up-skill your existing employees. If the employee is under 19 and your business has fewer than 50 employees, there will be no cost for the training. If they are over 19 and/or your business has over 50 employees then you will contribute 5% towards the cost of the training. For any businesses paying into the levy, all training costs will be covered.

## Recruitment

With our Talent Match recruitment service, Talent Bank, we will advertise your vacancy, screen applicants and pre-interview potential prospects in order to ensure you only interview the most appropriate candidates for your vacancy – all free of charge.

## E-Portfolio

We offer a dedicated virtual learning platform which allows learners to keep on track of their course. In addition to this, it allows our tutors and employers to keep up-to-date with the progression of learners.

#whereisyourclassroom