

Libraries, Archives & Information Services



Qualification and Level

Libraries, Archives and Information Services (LAIS) Intermediate/ Advanced Apprenticeship

Why Libraries, Archives and Information Services (LAIS) Apprenticeship?

The LAIS Apprenticeship provides a sound basis for individuals to undertake learning and development to progress their careers in the Libraries, Archives and Information Services sector.

The Intermediate Apprenticeship is suitable for individuals who either wish to train for work as an assistant in the libraries, archives and information service settings or for those working in the field already in assistant roles, where the apprenticeship would represent first study at Level 2.

The Advanced Apprenticeship is suitable for individuals who have already gained some experience within their role, and are embarking on additional management responsibilities and/or areas of specialism for them to undertake learning at level 3.

What job roles could it cover?

Library, archive and information professionals work in a variety of sectors. They include: Commercial and Business, Children and Youth, Further Education, Government, Health, Law, Public Libraries, Schools and Universities.

Job roles at **Intermediate** level can range from: Information assistants, Library assistants, IT assistant, Learning Advisor, Customer liaison officers, Web Developer, Technician to name a few. At **Advanced** level can include: Senior Library Assistant, Archives Coordinator, Library Services Supervisor, Records Coordinator, and Information Services Coordinator.

Are there any entry requirements?

To enter onto an Apprenticeship you must be employed for a minimum of 16 hours a week in the related sector. If you are currently unemployed we offer a vacancy matching service.

There are no specific qualification requirements for entry onto the apprenticeship framework, although it would be desirable or advantageous for a candidate to have successfully completed: GCSEs (or equivalent) in English and Mathematics, Foundation learning programmes of study.

You must be interested in working within a LAIS sector, be numerate, literate, able to use ICT, and willing and able to communicate effectively with a range of people.

What will I study?

The LAIS Apprenticeship framework consists of:

- **Certificate/ Diploma in Libraries, Archives and Information Services**

At **Intermediate** level you would work towards the Level 2 Certificate in Libraries Archives and Information Services. This is the combined competence and knowledge based element of the framework. Topics include knowledge and understanding of the Libraries, Archives and Information Services organisation and environment as well as practical competencies in locating and protecting information and material, using digital resources and helping users to access information.

At **Advanced** level you would work towards the Level 3 Diploma in Libraries, Archives and Information Services. The Diploma offers a range of units providing recognition of specialist occupational/ and management roles undertaken.

You will gather evidence from real work situations to demonstrate your competence against a national standard. There is no final examination for this qualification; assessment will be on going throughout the programme. The Certificate will require a minimum of 30 credits to achieve the full award and the Diploma a minimum of 45 credits.

- **Key/ Functional Skills** are the application of essential communication, numeracy and IT skills applied to the job role. These will be assessed at Level 1 (Intermediate) or Level 2 (Advanced). You will compile a portfolio using relative industry models and situations to

confirm the skills and sit tests to confirm understanding. Dependant on previous qualifications you may be exempt from key/ functional skills.

Alongside the two qualifications you will also understand what is needed to comply with key employment legislation to ensure fairness, equality and the essential health and safety of the workplace. Your ability to apply **Personal Learning and Thinking Skills** in the workplace as a creative thinker, develop team working skills, make independent enquiries, self manage your workload, participate effectively and reflect on your journey will also be supported and evidenced.

You must complete all parts of the framework to achieve the full apprenticeship qualification.

How will I be assessed?

Assessment will be ongoing throughout the course and will take the form of observations, practical tasks, written questions, oral questioning and discussion. A portfolio of evidence is also produced by you the candidate based on personal statements, certificates, products of work, discussion, witness testimony and assessor observation.

An assessor will visit you in the workplace every four to six weeks to provide advice, guidance and support to help you build a portfolio of evidence, alongside conducting the assessments.

College attendance maybe required for Key/Functional Skills elements, this will be agreed on the onset on the apprenticeship programme.

The duration of the apprenticeship is between 12-18 months.

What can I do next?

After completing the Intermediate Apprenticeship you can progress onto higher level courses and qualifications at Level 3, including Advanced Apprenticeship and senior roles in employment.

After completing an Advanced Apprenticeship you could progress onto, higher level courses and/or Higher Education Opportunities e.g. Professional degrees and postgraduate qualifications in libraries, archives, records and information management services, and awards of professional bodies.

How do I apply?

Fill in the Work Based Learning Application Form and send it to the Admissions Team at York College at the address below. We'll write to invite you to an interview and guidance session. Our programmes are popular and fill up quickly, so we advise you to apply as early as you can, even if you don't yet have a job.

Why York College?

York College offers a vibrant environment with over 13,000 full and part-time learners, a friendly atmosphere, and support from specialist staff.

Our award-winning £60 million campus offers modern state-of-the-art teaching, learning and social facilities including: realistic training environments; Learning Centre; hair and beauty spa; day nursery; café and food court; restaurant; sports development centre and theatre. We have an outstanding reputation in the market place and we have excellent results.

Who can give me further information and advice?

Admissions Team

Your first point of contact about the application process.
York College, Sim Balk Lane, York YO23 2BB
01904 770449, admissions.team@yorkcollege.ac.uk

Library Centre Coordinator (Kiran Olak)

Advice and guidance about Libraries, Archives and Information Service Apprenticeships
York College, Sim Balk Lane, York YO23 2BB
0780 771 9726, kolak@yorkcollege.ac.uk

Employer Engagement Support Officers

Advice about Apprenticeships for students, parents and employers
York College, Sim Balk Lane, York YO23 2BB
01904 770445, apprenticeships@yorkcollege.ac.uk

York College is committed to creating an environment where there is mutual respect and equality of opportunity.