



Application to amend an ALIA Accredited Course

About this form

Please complete this form if you are an Australian Library and Information Association (ALIA) accredited institution or registered training organisation (RTO) and wish to apply to amend a course that is currently accredited.

Section 1: Applicant details

1.1 Institution/Registered Training Organisation making application

Please list the name/s and contact details of the course coordinators making this application.

Course Coordinator (Applicant)					
Institution/ RTO name:					
Address:					
Title:		Surname:		Given name(s):	
Phone:		Mobile:			
Email address:					

Section 2: Application details

2.1 Accredited course

This application relates to the following ALIA Accredited Course:

Course code:		Title:	
Accreditation expiry date:			

2.2 Significance of proposed amendments

Please describe proposed amendments for example, change to unit structure, additional units offered, units removed, unit title change etc.

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2.3 Identify the proposed pathway to the qualification

Please describe the proposed pathway to the qualification using the AQF levels, list and describe the prerequisites (if applicable)

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Section 3: Course Amendments

3.1 Please list the proposed course structure ie. compulsory units and elective units

Please also provide details of entry and exit points and identify student opportunity to undertake work placement/or equivalent prior to each exit point. (This may be answered in an attachment)

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3.2 Nature of proposed amendments

The proposed amendments must be evaluated against the library and information sector core, knowledge, skills and attributes. Please identify and link the new course structure to the core knowledge skills and attributes. Please list the course units and identify how units cover each listed skill. eg BAB234 Collection Management provides students with a grounding in theory and practice, students undertake a user needs analysis, respond with a collection policy and create a database including description access and retrieval.

Core Knowledge Skills and Attributes	Unit/s information
Knowledge of the broad context of the information environment	
<ul style="list-style-type: none"> Understand, analyse and interpret the contexts in which information is originated, described, stored, organised, retrieved, disseminated, modified and used. 	
<ul style="list-style-type: none"> Understand the ethical, legal and policy issues that are relevant to the sector. 	
<ul style="list-style-type: none"> Discuss future directions and negotiate alliances for library and information sector development aligned with corporate, social and cultural goals and values. 	



<ul style="list-style-type: none"> • Respectfully acknowledge, learn about and understand the important contribution of our first peoples, especially in their role as the inheritors and the custodians of the longest living human culture on earth. 	
Information seeking	
<ul style="list-style-type: none"> • Understand and investigate how information is effectively sought and utilised. 	
<ul style="list-style-type: none"> • Identify and investigate information needs and information behaviour of individuals, community groups, organisations and businesses through creation, collaboration and partnerships. 	
Information architecture	
<ul style="list-style-type: none"> • Understand the importance of information technology and architecture to determine the structure, design and flows of information. 	
<ul style="list-style-type: none"> • Analyse information flow and user needs to develop systems and interfaces that adhere to recognized usability and accessibility guidelines. 	
<ul style="list-style-type: none"> • Work collaboratively with information technology service providers. 	
Information organisation and access	
<ul style="list-style-type: none"> • Enable information access and use through systematic and user-centred description, categorisation, digitisation, storage, preservation and retrieval. 	
<ul style="list-style-type: none"> • Provide and promote free and equitable access to information and client services. 	
<ul style="list-style-type: none"> • Facilitate the acquisition, licensing or creation of information in a range of media and formats. 	
<ul style="list-style-type: none"> • Create accurate and standards-driven metadata for enhanced and persistent access to information resources in an online environment. 	



Information services, sources and products	
• Design and deliver customised information services and products.	
• Assess the value and effectiveness of library and information facilities, products and services.	
• Market library and information services.	
• Identify and evaluate information services, sources and products to determine their relevance to the information needs of users.	
• Use research skills to provide appropriate information to clients.	
• Use information and communicate knowledge.	
• Deliver information literacy education.	
• Understand the need for information skills in the community.	
• Facilitate the development of information literacy and the ability to critically evaluate information.	
• Facilitate the promotion of reading and literacy across all sectors understanding the use of online resources, databases and relational databases.	
Information Management	
• Forecast, plan, facilitate and evaluate appropriate resource management to library and information services.	
• Identify ethical and legal aspects and distribution of information.	
• Manage the environment, physical and digital assets under the control of the library, including collection building, preservation and capacity planning.	
Generation of knowledge	
• Expand knowledge according to the state of research and practice in information	



behaviour.	
<ul style="list-style-type: none"> • Continue lifelong learning through a professional development scheme. 	
<ul style="list-style-type: none"> • Systematically gather and analyse data and disseminate the findings to advance library and information science theory and its application to the provision of information services. 	
<ul style="list-style-type: none"> • Demonstrate a commitment to the improvement of professional practice through a culture of research, evidence-based information practice and knowledge retention. 	
<ul style="list-style-type: none"> • Demonstrate effective and appropriate research skills. 	
<ul style="list-style-type: none"> • Demonstrate effective and appropriate taxonomy and metadata creation and management skills. 	
Employability skills and attributes	
<ul style="list-style-type: none"> • Effective communication skills. 	
<ul style="list-style-type: none"> • Professional ethical standards and social responsibility. 	
<ul style="list-style-type: none"> • Ability to fulfil client needs/customer service. 	
<ul style="list-style-type: none"> • Project management skills. 	
<ul style="list-style-type: none"> • Critical, reflective, and creative thinking. 	
<ul style="list-style-type: none"> • Problem-solving skills. 	
<ul style="list-style-type: none"> • Marketing. 	
<ul style="list-style-type: none"> • Accounting. 	
<ul style="list-style-type: none"> • Human resource skills. 	
<ul style="list-style-type: none"> • Ability to build partnerships and alliances. 	
<ul style="list-style-type: none"> • Effective team relationship skills. 	
<ul style="list-style-type: none"> • Self management skills. 	
<ul style="list-style-type: none"> • A commitment to lifelong learning. 	
<ul style="list-style-type: none"> • Relevant information and communications technology and technology application 	



skills.	
• Appropriate pedagogical information literacy skills.	
• General knowledge.	
• Supervisory skills.	

3.3 Rationale for proposed amendments

Please provide an explanation for proposing the amendments.

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3.4 Proposed date of effect of amendments

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Section 4: Stakeholder engagement in determining amendment

4.1 Stakeholder engagement

Were stakeholders engaged in determining that the course required amendment and were they involved in identifying the proposed amendments?

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Please identify the major stakeholders engaged during the development of the course.

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Industry, employer and practitioner course advisory committee chair signature:

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Date:



Surname:

Given name(s):

If stakeholders were not engaged in the amendment process please explain why.

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Section 5: Applicant endorsement

5.1 Endorsement

I confirm that all responses provided in this application are complete, true and correct.

I confirm that any supporting documentation (eg unit outline for new offerings) is attached or included as a link.

I confirm I have the authority to make this application on behalf of the institution.

Institution/ or Course owner making application

Signature:

Date:

Surname:

Given name(s):

Title: Position:

Witness:

Signature:

Date:

Checklist for submitting an application to amend an accredited course

Please check that ALL of the required documents have been attached.

Full and accurate responses have been provided to all questions.

All extra documentation has been supplied.

We look forward to receiving your application.

For further information please contact the Director of Learning at education@alia.org.au .