

standards for the library and ices industry released for verification

mitted to the National Training
d for endorsement in early 1995.

u would like further details please
act Jennefer Nicholson at the Na-
al Office. Remember:

ese are *industry* standards with
quirements that are common to
industry. *Enterprise competencies*

may be developed by organisations
to include job and worksite specific
competencies.

- Most of our members will be covered by industry and enterprise competency standards and some by more than one set of industry standards, for example: Library and In-

formation Services, Clerical, Local
Government, Public Sector.

- Competence is assessed in the *work-place*. Assessment procedures have not yet been developed.
- The industry levels are not job descriptions.
- This is not the *final* version!

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level 1	Industry level 2 (ASF 3)	Industry level 3 (ASF 4)	Industry level 4 (ASF 5)	Industry level 5 (ASF 6)	Industry level 6 (ASF 7)
clients to access library's and facilities	1. Assist clients to access library's services and facilities	11. Obtain material from remote sources	28. Provide clients with access to required information	45. Provide consultancy service	48. Provide clients with access to specialist information
circulation services	2. Provide circulation services	15. Contribute to client access to information	29.* Collect, analyse and interpret information for research	46. Maintain and develop client service in a special area	
	10. Respond to requests from other information providers for material	16.* Provide research assistance		47. Establish and maintain targeted information service	
	11. Obtain material from remote sources			48. Provide clients with access to specialist information	
ute to programs and for clients	3. Contribute to programs and activities for clients	17. Provide programs and activities for clients	17. Provide programs and activities for clients	18.* Provide training	
in the promotion of services	4. Assist in the promotion of library services	18.* Provide training	18.* Provide training	30. Establish and maintain consultation with client groups	
			30. Establish and maintain consultation with client groups	31. Market the library and library services	
			31. Market the library and library services	49. Manage client education	
			32. Provide client education		
	12. Contribute to the acquisition of information for the library's collection	16.* Provide research assistance	29. Collect, analyse and interpret information for research	50. Manage research program	50. Manage research program
		19. Acquire information for the library's collection	33. Coordinate selection of information for library collection	51. Manage collection development	51. Manage collection development
			34. Contribute to collection development	52. Improve use of networks for information access and communication	64. Manage network access
and maintain library	5. Prepare and maintain library items	20. Undertake cataloguing activities	35. Organise information for client access	53. Manage care and maintenance of the collection	
			36. Catalogue and classify information	54. Design and develop databases	
			37. Index information	55. Analyse and describe specialist information	
			38. Abstract information		
ute to the maintenance area	6. Contribute to the maintenance of service area	7. Assist in the provision of a safe library environment	21. Organise and coordinate work activities	56. Manage a functional area	56. Manage a functional area
in the provision of a safe environment	7. Assist in the provision of a safe library environment	21. Organise and coordinate work activities	39. Initiate and carry out projects	57. Manage major projects	57. Manage major projects
		22. Maintain service area environment, resources and equipment	40. Manage maintenance of library environment	58. Manage financial resources	58. Manage financial resources
			41. Establish and maintain library applications of computer based systems/equipment	59. Manage physical resources	59. Manage physical resources
			42. Maintain and modify computer applications in the library	60. Manage development and maintenance of computer systems for library applications	60. Manage development and maintenance of computer systems for library applications
			43. Contribute to the planning and acquisition of computer systems		65. Manage library directions and development
			44. Provide computing support		66. Manage library operations
					67. Manage staffing
with others	8. Work with others	23. Contribute to effective working relationships	23. Contribute to effective working relationships	61. Manage effective working relationships	61. Manage effective working relationships
ute to own work nce and learning	9. Contribute to own work performance and learning	14. Provide on the job training	18.* Provide training	18.* Provide training	62. Lead and develop staff
	13. Coordinate activities of a small work group	18. Provide training	24. Manage own work and work performance	24. Manage own work and work performance	
	14. Provide on the job training	24. Manage own work and work performance	25. Manage own development and learning	25. Manage own development and learning	
		25. Manage own development and learning	26. Organise and coordinate the work of others	62. Lead and develop staff	
		26. Organise and coordinate the work of others	27. Lead a team	63. Review and promote training	
		27. Lead a team			

units occur in two fields