



INSPIRE ATA
APPRENTICESHIPS

LIBRARY, INFORMATION AND ARCHIVE SERVICES ASSISTANT LEVEL 3

Library, Information and Archive Services (LIAS) Assistants perform a front line/global role in all sectors (including public, health, legal, commercial, educational, government, heritage/cultural and entertainment), 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.

In summary, LIAS Assistants help users find the information and resources they need in order to resolve their specific query.

WHY CHOOSE INSPIRE ATA?

We work with high-quality training providers to deliver a wide range of training programmes through a blended learning approach that is tailored to each learner's needs. Inspire ATA recruits and employs each apprentice on behalf of the "host" client, enabling us to offer additional support and a better experience for both apprentice and client. We can also offer flexi-job apprenticeships which means we are able to offer short term contracts and other non-standard employment models.

TOTAL DURATION: 21 MONTHS

PRACTICAL PERIOD: 18 MONTHS

EPA PERIOD: 3 MONTHS

EPA ORGANISATION: CILIP

ASSESSMENT METHOD: KNOWLEDGE TEST

KNOWLEDGE, SKILLS AND BEHAVIOURS THE CORE SKILLS TO BE DEVELOPED INCLUDE:

- Know how to implement the organisational policies for handling information, physical and digital collections and related resources; using initiative to interpret users' needs and solve their problems - within legislative frameworks.
- Provide access to information and related sources to meet users' diverse requirements
- Support users to develop confidence and skills in reading, researching, understanding and evaluating information
- Successfully execute withdrawal of information and related resources from use and store or dispose of them safely and sustainably.



Education & Skills
Funding Agency



FLEXI-JOB
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Department
for Education



LIBRARY, INFORMATION AND ARCHIVE SERVICES ASSISTANT

KNOWLEDGE

- The organisation's place within the wider, national library, archive, knowledge and information management sector and the regulations regarding information use such as copyright, intellectual property, licensing and data protection.
- The nature of information and the value of its various forms, i.e. primary and secondary sources, print and digital (including databases); current, semi-current and archival.
- The management of information resources and the importance of organising information, e.g. labelling, storing and the role of catalogues and search tools.
- The methods for storing analogue and digital collections and which media serves the purposes best, e.g. packaging of physical resources, use of online repositories.
- The means of acquiring, maintaining, disposing of and locating documents, according to the organisation's collection management guidelines and legal obligations.
- The nature of knowledge, intellectual capital and the social networks through which they are shared and exploited.

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SKILLS

- Use information management processes to store, manage and retrieve records and data to support collaboration, exploitation and the organisation's Information Management (IM) practices.
- Describe and arrange material/resources, by observing and applying identified cataloguing standards in order to create online catalogues and other finding aids to meet users' needs.
- Employ information retrieval techniques to identify and use relevant media and systems, e.g. searching online databases, catalogues or physical stores, and EDRMS (electronic document record management systems).
- Perform preservation (analogue/physical and digital) practices to keep collections physically safe using institutional/sector guidelines, and supporting work that provides digital access by creating alternatives that meet a range of user requirements.
- Use enquiry techniques to clarify and meet users' information requirements and manage expectations.

BEHAVIOURS

- Adaptable to change, solutions focused and practise in an ethical and legal manner.
- Respect for the integrity of information items and for the intellectual effort of those who created them.
- Demonstrate leadership and initiative within the boundaries of specific tasks and work collaboratively with others.