



Attention: Library Supervisor/Manager

Dear Sir/Madam,

Re: Volunteering or working opportunities for Vocational Education and Training students studying a Library and Information Services (LIS) qualification

This letter is to introduce a prospective student who has demonstrated an interest in studying at Library Training Services Australia (LTSA). LTSA is registered training organisation (RTO 32275) and we are proud to have our Diploma of Library and Information Services accredited by the Australian Library and Information Association (ALIA).

Library Training Services Australia takes its responsibility of delivering graduates who are highly skilled, knowledgeable and ready for Libraries of the 21st century very seriously. In order to provide best-practice education, it is critical that students have the opportunity to apply their study in a practical context, via a volunteering or working position. This provides a blended learning approach, whereby students can learn both in a theoretical and practical context, and importantly, can benefit from mentorship from those who have created successful careers in Library and Information Services.

Why have a student work or volunteer in your library?

We all remember how hard it was to get one's foot in the door, and we would be very grateful if you would help us in helping the next generation of library and information services workers by offering them a position with access to a Supervisor. This helps organisations, such as libraries, with the following:

- Alleviating worker shortages, particularly in times of limited budgets
- The provision of work-ready graduates
- Decreased recruiting costs
- Creation of dynamic work environments
- Contribution to industry, and to your library and community
- Access to new ideas that promote creativity and encourage innovation
- Staff development through engagement with students
- Opportunities to provide feedback that shapes the next generation of library workers
- Bringing fresh eyes, perspectives and energy to your library
- Increase the productivity and efficiency of your workplace, by providing another pair of hands to help out with your daily work.

Supervisor Responsibilities

The student would need to have access to a Supervisor, who would simply need to do the following:

- Fill out a Workplace Resource Assessment at the start, which lets us know what resources the student would have access to in the workplace. You can view the assessment here: <https://www.ltsa.edu.au/workplace-resource-assessment/>
- Provide a working/volunteering opportunity of a minimum of 6 hours per week.
- Have a 15-minute supervisor induction call with our Training Manager to run through the study plan and answer any questions.

- Provide some mentorship, coaching or support where needed in order to facilitate the student's assignments in a practical context. This would be in addition to the student having access to our Trainer, who is available to answer questions.
- Filling in an Employer Verification Form at the completion of some of the subjects, which confirms that the work submitted is the student's own, and that the student has demonstrated certain skills and knowledge in the workplace. You can view the form here: <https://www.ltsa.edu.au/employer-verification-submissions/>

For a useful guide on being a student supervisor, check out our e-book here: <https://www.ltsa.edu.au/wp-content/uploads/2017/02/A-Guide-to-Being-a-Student-Supervisor.pdf>

Who can be a supervisor?

The minimum requirements for adequate training supervision is as follows:

- Holds a qualification which is equivalent to, or higher, than the one in which the student is enrolled
- Keen to mentor and supervise the student
- Preferably employed at the same workplace as the student and working similar hours as the student

Public Liability Insurance

Library Training Services Australia has Public Liability Insurance cover for all LTSA students volunteering in libraries as part of their studies. We would be happy to provide further details on request.

Subjects

Information on the current subjects involved in each of our qualifications is available at the following link: <https://www.ltsa.edu.au/courses/>. This will give you an idea of what subjects are involved, and the sorts of library functions that the student will need access to at certain stages of their study with us.

Thank you in advance for your support for the next generation of library and information services workers! Please feel free to contact me if you have any questions regarding the amount of involvement required, or any other questions you may have.

Warm Regards,



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