

**College Principals
SQA Co-ordinators
Appropriate Heads of Department
Head of Library or Learning Services**

25 October 2005

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Dear Colleague,

LIBRARY QUALIFICATIONS

I am writing to inform you about two new awards relating to librarians. These are:

- **G7WW 16 Diploma in Applications of ICT in Libraries**
- **G7WV 18 Advanced Diploma in Applications of ICT in Libraries.**

This project has been a partnership development in conjunction with the *Scottish Library Information Council (SLIC)*. Funding was provided by the *Big Lottery Fund*.

1. Validation and approval

A validation event was held on 31 May 2005; the Validation Panel was chaired by Cleo Jones (Edinburgh City Council). The awards were formally available to centres on 1 August 2005. The structure of each award is provided in the appendix to this letter.

Centres wishing to offer these awards must seek approval from SQA. Please contact Linda Kirk (0141-242-2122) for advice on SQA's approval procedure. For your information, the course team should possess some (or all) of the following:

- recent public library experience
- experience of reference and enquiry work within libraries
- experience of delivering People's Network training
- reader development training and practice within public library
- knowledge of adaptive technologies
- competence in profiling learners
- knowledge of sources of information about learning opportunities
- competence in IT use and Internet searching
- competence in using ICT based library management systems
- experience of using ICT in stock selection
- knowledge of relevant legislation (such as Disabilities Discrimination Act, Freedom of Information Act, Copyright Act and Data Protection legislation)
- experience of delivering and designing learning programmes on ICT related topics.

Since these awards encompass technical and library skills, centres may wish to consider working in partnership with public libraries to ensure they have staff with the necessary skills and experience to meet the approval criteria.

2. Support materials

We are presently devising a range of support materials in conjunction with SLIC. An assessment exemplar will be published for each unit within the awards; we hope to publish these exemplars in early 2006. In addition, a variety of top-up learning material is being produced by SLIC; more information can be found at the following URL:

<http://www.ictl.org.uk>

3. Launch event

There will be a launch event to introduce the new awards on **Friday, 2 December** at 12.30pm in Glasgow. We are currently accepting online bookings (only) for this event. Please visit the following URL if you wish to book a place at the event or request a copy of the presentations:

<http://www.rsvpreister.com/event.php?52458>

I enclose the agenda for your information.

4. Support to centres

Technical queries relating to these awards should be referred to Angela Lees (telephone 0141-242-2209 or e-mail angela.lees@sqa.org.uk). Administrative queries should be directed to Tony Hamilton (telephone 0141-242-2364 or e-mail tony.hamilton@sqa.org.uk).

There is a dedicated online community to support these awards. The e-group is available at the following URL:

<http://www.smartgroups.com/groups/ictl>

I would urge you to subscribe.

Thank you for your continued support for SQA qualifications. I look forward to meeting you at the forthcoming launch event.

Yours faithfully



R Elliott
Qualifications Manager