

## DIPLOMA IN LIBRARY AND INFORMATION STUDIES



FACULTY OF  
ACCOUNTING  
& INFORMATICS

DEPARTMENT OF  
INFORMATION  
SYSTEMS

01 JAN - 31 DEC 2024

### Diploma in Library and Information Studies NQF Level: 6

SAQA ID: 111835

Qualification Code: DILISI

Location: Ritson Campus (Block B 2<sup>nd</sup> Floor)

#### Description of the Programme

This is a three-year qualification.

The Diploma in Library and Information Studies qualification has been designed in line with the technological developments and new trends in bibliographic control and metadata developments in terms of tools and current practices in the Library and Information Science/Studies (LIS) sector.

Persons achieving this qualification will be competent at applying information organisation, information retrieval and information dissemination strategies effectively and consistently in the process of providing an information service to a general user population. This qualification is intended for persons who will work in the information and knowledge environment. Persons achieving this qualification will be able to manipulate information and knowledge using various strategies and technologies to empower users and to address their needs. Employment opportunities for persons with such skills exist in the wide variety of information and knowledge environments within corporate and public organisations.

#### Personal qualities required.

The nature of library and information work requires a person who is intellectually curious and responsive to the information needs of others. An ability to work accurately with attention to detail in an environment that is rapidly changing, and demanding is essential. Library and Information professionals need to be constantly developing their skills and knowledge in order to ensure that they are able to offer an information service relevant to the needs of their client-base.

#### Career Opportunities

This qualifications in Library and Information Studies prepares you to become a member of a profession that is active in information and knowledge environments. For example, library and information professionals serve in the education sector, the public library, in research communities and health sectors as well as large industries and businesses. The three-year Diploma qualification prepares the graduate to become a prospective member of a public service profession. Library and information work is dynamic therefore the prospective student needs to be highly motivated, intellectually curious, a communicator with good interpersonal skills, and be a team worker.

#### Explanation of Points scale:

SENIOR CERTIFICATE (SC)		
SYMBOL	HIGHER GRADE	STANDARD GRADE
A	8	6
B	7	5
C	6	4
D	5	3
E	4	2
F	3	1

NATIONAL SENIOR CERTIFICATE (NSC)		
%	LEVEL	POINTS
90-100	7	8
80-89%	7	7
70-79%	6	6
60-69%	5	5
50-59%	4	4
40-49%	3	3
30-39%	2	2
20-29%	1	1

## MINIMUM ADMISSION REQUIREMENTS

### GENERAL ADMISSION REQUIREMENTS

A person will only be considered for registration for an instructional programme approved by the Institution's Senate if the person complies with:

- The minimum admission requirements stated in DUT general handbook (refer to DUT website for general handbook).
- Institutional faculty, departmental and/or instructional programme specific rules; and

### MINIMUM ADMISSION REQUIREMENTS IN TERMS OF THE HIGHER EDUCATION QUALIFICATIONS SUB-FRAMEWORK (HEQSF)

#### G7 rule: For Diploma:

"a National Senior Certificate (NSC) as certified by the Council for General and Further Education and Training (Umalusi), with a minimum of achievement rating of 3 for English and a minimum achievement rating of 3 in four recognised NSC 20-credit subjects."

#### Entry Requirements (Diploma in Library and Information Studies)

NATIONAL SENIOR CERTIFICATE (NSC) (01 January 2009)		SENIOR CERTIFICATE (SC) (PRE 2009)			NATIONAL CERTIFICATE VOCATIONAL (NCV)	
NSC DIPLOMA ENTRY		SENIOR CERTIFICATE (SC)			(NCV) LEVEL 4	
Compulsory Subjects	NSC Rating Code	Compulsory Subjects	HG	SG	Compulsory Subjects	Mark
English	3	English	E	D	At least 50% in <b>THREE</b> fundamental subjects including English,	50%
English (1st additional)	4					
Mathematics <b>OR</b>	3	Mathematics	E	D		
Mathematics Literacy	4					
And <b>FOUR</b> 20 credit subjects (Not more than <b>ONE</b> language)	3	And <b>FOUR</b> other best subjects			At least 60% in <b>THREE</b> compulsory vocational subjects	60%

#### Additional Entry Requirements:

In addition to meeting the above requirements, applicant needs to pass an English test; complete an aptitude test upon which grants the applicant a one- on-one interview with an academic.

**OR**

#### Admission Requirement based upon Work Experience, Age and Maturity

##### For admission to entry level **DIPLOMA** and certificate studies:

A person may, subject to such requirements as the Senate may determine, be admitted to the Institution even if such a person is not in a possession of a National Senior Certificate, Senior Certificate or an equivalent certificate, provided that:

- The person shall have reached the age of 23 in the first year of registration and shall have at least:
  - three years' appropriate work experience; and/or
  - capacity for the proposed instructional programme, which shall be assessed at the discretion of the respective Head of Department by a Senate approved admission assessment comprising of a DUT Standardised Assessment Test for Access and Placement (SATAP), Academic Literacies (AL) & English for Academic Purposes (EAP) and/or an appropriate subject or programme specific written assessment designed and marked by the relevant Department; and
- The relevant Faculty Board shall be satisfied that the person's standard of communication skills, ability to study successfully and/or work experience are such that the person, in the opinion of the relevant Faculty Board, should be able to complete the proposed instructional programme successfully. If required, the communication skills and study skills should be tested; and

- The person's application for admission in terms of work experience, age and maturity is approved prior to registration.

**Applicants intending to gain admission through work experience, age and maturity must submit their applications at least four months before commencement of the academic year inclusive of the date of scheduling writing a requisite eligibility assessment.**

#### Course curriculum

The academic programme of the Diploma: Library and Information Studies is followed over three years and comprises of thirty-one (31) compulsory modules.

#### Tuition Fees

To assist you with your planning, the 2023 fees have been indicated. An increase for next year to accommodate the inflation rate can be expected.

**Please Note:** DUT cannot be held liable for the fees in this brochure as the 2024 fees are not yet final.

<b>First Year Curriculum</b>				
<b>Semester One</b>	<b>Subject Code</b>	<b>HEQSF Level</b>	<b>SAQA Credits</b>	<b>2023 Fees</b>
Business Fundamentals I	BSFD101	6	12	R2550.00
Communication in English	CENL101	5	12	R3140.00
Communication in Zulu	CZUL101	5	12	R5180.00
Cornerstone 101	CSTN101	5	12	R3580.00
Organisation and Representation of Info IA	ORIA101	6	16	R2600.00
<b>Total</b>				<b>R17050.00</b>
<b>Semester Two</b>				
Library and Information Practice I	LIPR101	5	16	R3240.00
Organisation and Representation of Information IB	ORIB101	5	12	R2600.00
Information and Communications Technology I	ICTC101	5	12	R4730.00
Integrated Human Studies	IHST101	5	12	R3070.00
Introduction to Technopreneurship	ITCH101	5	8	R2070.00
<b>Total</b>				<b>R15710.00</b>
<b>TOTAL CREDITS SEMESTER 1&amp;2</b>			<b>124</b>	
<b>Second Year Curriculum</b>				
<b>Semester One</b>				
Information and Communications Technology IIA	ICTA201	6	12	R2540.00
Library and Information Practice II	LIPR201	6	12	R2940.00
Business Fundamentals II	BSFD201	6	12	R3240.00
Library and Information Professional Practice IA	LPPA101	6	16	R1620.00
Organisation and Representation of Information IIA	ORIA201	6	12	R2600.00
User Studies	USRS101	6	16	R3070.00
<b>Total</b>				<b>R16010.00</b>
<b>Semester Two</b>				
Information and Communications Technology IIB	ICTB201	6	12	R2550.00
Library Marketing and Promotion	LMKP101	6	12	R3070.00
Library and Information Professional Practice IB	LPPB101	6	12	R1620.00
Organisation and Representation of Information IIB	ORIB201	6	8	R2600.00
Organisational and Social Psychology	ORSP101	6	12	R3070.00
<b>Total</b>				<b>R12910.00</b>
<b>TOTAL CREDITS SEMESTER 1&amp;2</b>			<b>136</b>	
<b>Third Year Curriculum</b>				
<b>Semester One</b>				
Community Engagement	CMEP101			R2600.00
Information and Communications Technology IIIA	ICTA301	6	12	R2240.00
Innovation and Emerging Technologies	INET101	6	12	R2070.00
Library and Information Practice IIIA	LIPA301	7	16	R4230.00
Organisation and Representation of Information IIIA	ORIA301	7	8	R2920.00
The Entrepreneurship Spirit	TESP101	6	12	R2070.00
<b>Total</b>				<b>R16130.00</b>
<b>Semester Two</b>				
Information and Communications Technology IIIB	ICTB301	6	12	R2240.00
Library and Information Practice IIIB	LIPB301	7	8	R4230.00
Library and Information Professional Practice IIB	LPPB201	6	16	R1570.00
Organisation and Representation of Information IIIB	ORIB301	7	12	R2920.00
<b>Total</b>				<b>R10960.00</b>
<b>TOTAL CREDITS SEMESTER 1&amp;2</b>			<b>116</b>	

## Application

Applicants who wish to enroll for the programme must apply through the CAO system by no later than 30 September of the previous.

## For Application Forms

Contact the Central Applications Office (C.A.O)

### Address Letters to:

Private Bag X06  
Dalbridge  
4014  
Tel: (031) 2684444  
Fax: (031) 2682244

**OR**

Apply online on <http://www.cao.ac.za>

**CAO Code: DU-D-LS3**

**Closing Date for Applications: 30 September 2023**

### **For Further Information Contact:**

Contact the Department of Information Systems  
Library and Information Studies Programme  
East Wing Ritson Campus,  
B Block, 2<sup>nd</sup> Floor  
Durban  
Tel: (031) 373 5446  
Fax: 086 674 1125  
Email: [ISdept@dut.ac.za](mailto:ISdept@dut.ac.za)

### **Financial Aid:**

For Financial Aid application for a DUT programme please apply online at [www.nsfas.org.za](http://www.nsfas.org.za) or call the NSFAS call centre on 0860 067 327.

For an explanation on how to fill out the application form, please go to [www.nsfas.org.za](http://www.nsfas.org.za) or contact the call centre on the number above.

**Please note** that completing a form does not guarantee Financial Aid. For further assistance, please consult the Department of Financial Aid and Scholarships on (031)373 2931/2557/2054.