LMP EDUCATION
TRAINING PROVIDER

Proudly part of Supporting Education Group

LMP SIGNATURE PROGRAMME

LEVEL 3

Library, Information & Archive Services Assistant (LIAS)

APPRENTICESHIP PROGRAMME

Developing professionals for accurate and efficient archiving and information management



INVEST IN YOUR TEAM

- High Quality Training & Industry Relevant Content
- Expert LMP Tutors and Mentoring
- Excellent Safeguarding & Wellbeing Support
- **Access to SEG Boost** to Support Learning
- Focus on Personal & Professional Development

#INSPIRINGAMBITION

82.8%* **EXCELLENT QUALIFICATION ACHIEVEMENT RATE (QAR)**

*Indicative QAR based on year 25/26 results

PROGRAMME
SUMMARY

3

Apprenticeship level
Level 3 Advanced

Typical duration
18 months

Training method
Blended Learning

Assessment method
Portfolio Discussion and Project

Cost/funding value
£0 / £6,000

CILIP

Assessment organisation
CILIP

About the Programme

Gain a recognised qualification for library and information sector with this flexible, interactive training programme. It features expertly designed modules, covering topics such as legislation, management of information, preservation of data, continuous improvement and project management.

Designed to boost productivity, enhance communication, and improve workplace efficiency, this programme is the perfect investment in your employees' professional development.

Who is this programme for?

This Level 3 Library, Information & Archive Services Apprenticeship is ideal for individuals who are passionate about knowledge, learning and information across multiple sectors including education, medical, finance, business and more.

Employer Benefits

- Taking on a **Libraries, Information and Archive Services (LIAS) Assistant Apprentice** brings a wide range of benefits for employers across sectors such as public libraries, academic institutions, museums, corporate archives, and information services.
- Hiring an apprentice is a cost-effective way to grow your team. This apprenticeship is government-funded (up to 100% depending on the size of your business) and can be funded using the apprenticeship levy,
- **Tailored training**: Apprentices receive structured, nationally recognised training focused on library and information services, archives and digital skills.
- **Industry relevance**: The apprenticeship standard is designed in collaboration with employers to meet real workplace needs in the information and heritage sectors.
- **Improves service delivery**: With training in customer service, digital tools, and data handling, apprentices can enhance user experience and information access.
- **Fresh Perspective and Digital Fluency:** Apprentices often bring confidence with digital systems, social media, and online information management, aiding modernisation.
- Apprenticeship programmes can also be used to upskill existing members. By offering apprenticeships, you're investing in the **future of your workforce**. Apprentices are more likely to stay with employers who support their development, helping to improve **staff retention rates** and create a loyal, highly skilled team. Developing staff from within also boosts team morale and creates a **positive working environment**.



Library, Information & Archive Services Assistant (LIAS)

LEVEL 3 APPRENTICESHIP PROGRAMME

Typical Job Roles

Archive Assistant, Archive Officer, Librarian, Information Assistant.

Progression Routes

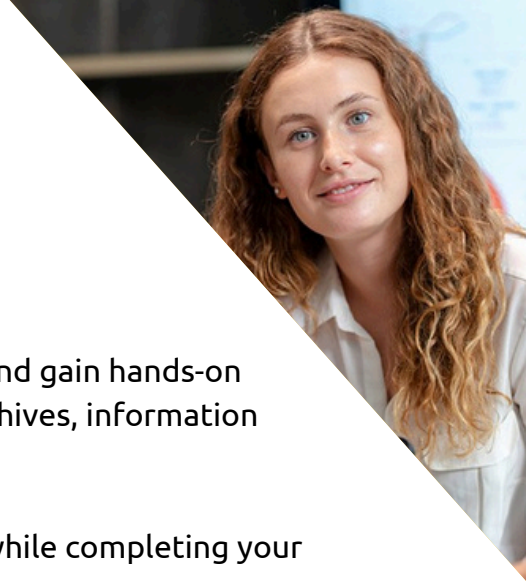
The role may act as a gateway to further career and training opportunities, including, but not limited to: Senior Librarian, Librarian, Archive Coordinator.

Career Pathways

Library, Information & Archive Services Assistant
Level 3

Senior Librarian, Archive Manager, Information Manager

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Learner Benefits

Gain Real-World Experience - Develop essential skills and gain hands-on experience in a live work environment (e.g., libraries, archives, information services).

Paid employment: you'll receive a salary from day one while completing your qualification.

Achieve a Recognised Qualification - Completion of the apprenticeship leads to a Level 3 qualification (equivalent to A-Levels).

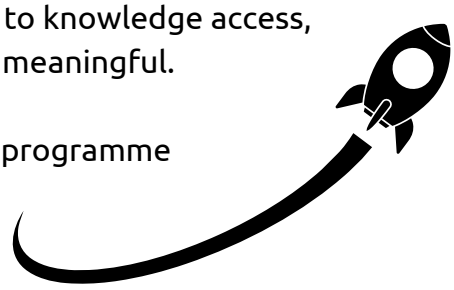
Personal Growth and Confidence - Regular mentorship and structured training helps you grow in confidence and take ownership of your work.

Career Progression Opportunities – this programme can help you more competitive for permanent assistant roles, library officer/archive technician positions or higher-level apprenticeships or further education.

Inclusive Entry Route into the Profession - accessible for people of all backgrounds — no need for a university degree.

Sense of Purpose and Public Value - contributing to knowledge access, education, and cultural preservation can be deeply meaningful.

SEG Boost: access this free personal development programme providing skills for life, learning and work.



What will you learn

LMP's comprehensive curriculum blends theoretical learning with practical application, covering essential skills such as using information management processes to store, manage and retrieve records and data to support collaboration, exploitation and the organisation's Information Management (IM) practices, describing and arrange material/resource, and using enquiry techniques to clarify and meet users' information requirements and manage expectations.

You will expand your knowledge in areas such as the organisation's place within the wider, national library, archive, knowledge and information management sector, regulations regarding information use such as copyright, intellectual property, licensing and data protection, and the means of acquiring, maintaining, disposing of and locating documents, according to the organisation's collection management guidelines and legal obligations.



Off the job training

Off-the-job hours are a vital part of this apprenticeship. Training is directly relevant to the programme and can take many forms, including:

- Individual study time for reflection and growth
- Apprenticeship tutor sessions and webinars
- Group learning opportunities (like inset days)
- Shadowing experienced colleagues
- Mentoring from line managers
- 1:1 performance reviews and feedback
- Attending meetings and briefings
- Learning new policies
- Relevant YouTube/TV shows
- Professional development
- Online coursess
- Enrichment activities
- Research and learning
- Collaborative planning/resource preparation

At LMP, the supportive tutors will work closely with you to create a personalised training plan that meets all requirements for this programme.

Striving for a Distinction - we provide distinction criteria for all apprentices and encourage everyone to strive for the best outcome.

Apprenticeship assessment

The (end-point) assessment is **an independent assessment that takes place at the end of the apprenticeship training**. This is to test that the apprentice is competent in their occupation. All apprentices must complete this assessment. There are a variety of assessment methods to test apprentices' competency.

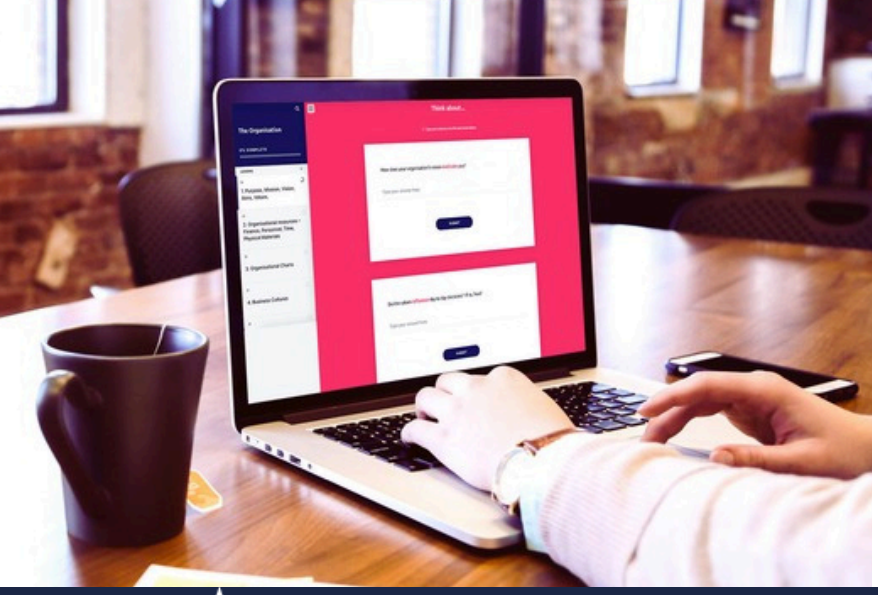
Gateway

Gateway takes place before the apprenticeship assessment can start. LMP Education will work with the employer to **review their apprentice's knowledge, skills and behaviours.** This period of time is used to see if the apprentice has met the requirements of the apprenticeship set out in the apprenticeship standard, and they are ready to take the assessment.

Functional Skills

LMP Education provides functional skills support to all our learners. While functional skills are no longer a requirement for learners who are 19+, LMP still offers functional skills training for those who choose to take the qualification.

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COURSE MODULES

Library, Information & Archive Services Assistant (LIAS)

LEVEL 3 APPRENTICESHIP PROGRAMME

Apprenticeship Assessment

Programme Complete

Project Management

Collections, Storage and Archives

Continuous Improvement

The Organisation and Wider Sector

Information and Knowledge

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MODULES
INCLUDE

The Organisation

Content includes: The Organisation & Wider Sector, Legislation & Regulations

Information & Knowledge

Content includes: Nature and Management of Information and Nature and Management of Knowledge

Collection, storage and archives

Content includes: Storage and Preservation of Information, Archives, Nature of Collections

Continuous improvement

Content includes: Collaborative Tools, Supporting Knowledge, Literacy & Cultural Enrichment

Project management and project planning

Content includes: Project Management Tools and Techniques

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Why LMP Education

LMP Education is an award winning training provider. Our programmes are designed to support both learners and employers in training and upskilling talent across industries. We have a team of expert tutors to support learners at each step of the way on programme and beyond.

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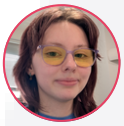
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Our Learners Say

"Apprenticeships are a good way to start a career from an entry level role. After my degree, I had a really hard time finding jobs in related industries because I wasn't able to get relevant work experience due to the pandemic. Doing this apprenticeship, I'm now in a much better position through what I've learned in my qualification, the connections I've made and the varied work and training I've done in my role. "



- Dorian Hitchins, Library, Information & Archive Services Apprentice, Bath and North East Somerset Council.

Work with Us

We can support you and your organisation to use the power of apprenticeships. LMP Education is a registered market leading training provider for apprenticeships. Our team can support you with recruiting an new apprentice or upskilling existing staff members. Benefit from our free recruitment service and book a discovery call today to find out more about this programme.

Employers - book a discovery call with an apprenticeship expert
bit.ly/lmp-call

Candidates - enrol today online check website for cohort start date
bit.ly/lias-l3

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