

## Community Partnerships @ Work 2011 Vocational Training Course

### Information Technology – Cert 2 – “Top Up”

Part or Full Cert 2 in IT (ICA20105)

*This qualification provides foundation ICT skills & knowledge for an individual to be an effective ICT user or employee. It provides a skills base, which is pivotal for all other IT qualifications, & introduces OH&S & soft skills such as communication. Units from this qualification can be achieved during the final years of secondary school, subject to the demonstration of competency to a standard expected in the workplace.*

<b>Desired Attributes:</b>	Must have a genuine interest in acquiring IT skills; good work ethics in class so as to allow all assessment to occur in class time.
<b>Career Pathways:</b>	Certificate 2, Certificate 3, Certificate 4, Diploma, Advanced Diploma , Degree with UniSA/TAFESA partnership. Office assistant, junior level of Records Management. Refer to <a href="http://www.myfutures.edu.au">www.myfutures.edu.au</a> for career pathway information
<b>Location:</b>	IT Suites, Noarlunga Campus, TAFE SA (the lower level at the eastern end of the TAFE campus ie: at the Noarlunga Community Hospital end of TAFE)
<b>Duration:</b>	Semester 1 or 2 (dates TBA)
<b>Training Provider:</b>	TAFESA South RTO 40319
<b>Times:</b>	9.00 am – 5 .00 pm
<b>Approx Cost:</b>	RTO Full rate: \$ 4.30/ nom hr plus \$5.50 for ID card (if top up available.) RTO Concession rate: \$ 1.30/ nom hr plus \$5.50 for ID card (if top up available.) Brokerage fee : \$110.00 <b>Total fee =</b>
<b>Work Placement:</b>	We strongly recommend students undertake work placement to back up this course
<b>Student Requirements:</b>	<b>Prerequisite:</b> Must have passed Cert 1 IT, or TABS Test, or SACE Stage 1. Need to bring pencil and paper to each session. Bring own USB memory stick. If absent, the student must phone the IT Office on 8207 3947 to inform them of the absence.
<b>Contact:</b>	VET in schools coordinator: Julie Ruiz
<b>Class restraints:</b>	if top-up available, maximum of 20 per class

Units are dependant on a negotiated training plan, and may include:

TAFE Subject	Code	Name	Nom Hrs		Full Fee	Conc Fee
<b>2WPR</b>	ICAW2002B	Communication in the workplace	20	core	\$344	\$104
	BSBCMN106B	Follow workplace safety procedures	20	core		
	ICAW2001B	Work effectively in an IT environment	20	core		
	ICAD2003B	Receive & process normal & written communication	20	elective		
<b>2APPS</b>	ICAU1129B	Operate a word processing application	15	core	\$494.50	\$149.50
	ICAU1130B	Operate a spreadsheet application	20	core		
	ICAU1131B	Operate a database application	20	core		
	ICAD2012B	Design organisational documents using computer packages	40	core		
	ICAU2013B	Integrate commercial computing packages	20	core		
<b>2FOP*</b>	ICAI2015B	Maintain system integrity	20	elective	\$322.50	\$97.50
	ICAS2017B	Use a computer operate system	20	core		
	ICAU2231B	Install software applications	20	elective		
	ICAU1128B	Operate a personal computer	15	pre-req		
<b>2FHW</b>	ICAU2005B	Connect hardware peripherals	40	elective	\$301	\$91
	ICAS2014B	Operate computer hardware	30	core		
<b>2ATI</b>	ICPMM263B	Access & use the internet	20	elective	\$86	\$26
<b>2IDI</b>	ICPMM21CB	Capture a digital image	40	elective	\$172	\$52
<b>Total Hours (..... credits)</b>						

NB: students can claim RPL for units previously assessed by submitting a statement of achievement result form, and the course cost will be reduced accordingly.

Any queries about this course, contact the Program Co-ordinator on ph: 8326 4543 or mob: 0418 891 877

Details correct at 12<sup>th</sup> December 2010