

ICT20115 - Certificate II in Information, Digital Media & Technology (Release 2)

Caloundra State High School

TAS version: 13/09/2018

Delivery period: 2018 – 2019

Approval School RTO training and assessment strategy			
School RTO name	Caloundra State High School	QCAA number	198
Qualification code	ICT20115	National provider number	30058
RTO manager		Chief executive (principal)	
Name	Jan McLean	Name	Julie Pozzoli
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	3/12/18	Date	3/12/18

QCAA template as at March 2016

Section 1 Program Overview

1.1 National requirements			
School name	Caloundra State High School		
RTO ID	30058		
QCAA no.	198		
Qualification code	ICT20115		
Qualification title	Certificate II in Information, Digital Media and Technology		
Relevant standards			
Training package code	ICT		
Current release date	18 th January 2016		
Training package title	ICT – Information and Communications Technology		
National register	https://training.gov.au/Training/Details/ICT		
Companion volume	https://vetnet.education.gov.au/Pages/TrainingDocs.aspx?q=a53af4e4-b400-484e-b778-71c9e9d6aff2		
Qualification status	Current	<p><i>Note Standards 1.26b and 1.26a (extracts below).</i></p> <p>1.26 b) Where an AQF qualification is no longer current and has not been superseded, all [students'] training and assessment is completed and the relevant AQF certification documentation issued within a period of two years from the date the AQF qualification was removed or deleted from the National Register.</p> <p>1.26 a) Where a [qualification] on [the RTO's] scope of registration is superseded, all [students'] training and assessment is completed and the relevant AQF certification documentation is issued or [students] are transferred into its replacement, within a period of one year from the date the replacement [qualification] was released on the National Register.</p>	
Superseded, deleted, or no longer current date	N/A		
Latest date for student completion and AQF certification (Complete only if qualification status ≠ current)	N/A		
TAS development date	27/03/2019	TAS expiry date	
Date of latest industry engagement	27/03/2019	Date of validation	27/03/2019
Delivering and assessing information			
Developed for (Select one only)	Individual student/s <input type="checkbox"/>	If yes, name/s of student/s	
	OR Class cohort <input checked="" type="checkbox"/>	If yes, current number of students enrolled	@30

Total number of assessment tools for this qualification	8	Delivery period Start End	27/01/2018 8/12/2019
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1.2 Qualification

Requirement	Packaging rules	Confirmed by RTOM
Qualification description and job roles	This entry level qualification provides the foundation skills and knowledge to use information and communications technology (ICT) in any industry.	R Yes <input type="checkbox"/> No
Packaging rules	<p>Total number of units = 14</p> <p>7 core units <i>plus</i></p> <p>7 elective units</p> <p>https://training.gov.au/Training/Details/ICT20115</p>	R Yes <input type="checkbox"/> No
Elective unit rules	<p><i>The elective units consist of:</i></p> <ul style="list-style-type: none"> <i>up to 7 from the elective units listed below</i> <i>up to 3 from elsewhere in ICT Information and Communications Technology Training Package or any other Training Package or accredited course at Certificate II or III level.</i> <p><i>The elective units chosen must be relevant to the work outcome and meet local industry needs.</i></p>	R Yes <input type="checkbox"/> No

1.2 Qualification

Information on elective choices and mandatory requirements

Core units

BSBWHS201 Contribute to health and safety of self and others

BSBSUS201 Participate in environmentally sustainable work practices

ICTICT201 Use computer operating systems and hardware

ICTICT202 Work and communicate effectively in an ICT environment

ICTICT203 Operate application software packages

ICTICT204 Operate a digital media technology package

ICTWEB201 Use social media tools for collaboration and engagement

Elective units

ICPDMT321 Capture a digital image

ICPDMT322 Edit a digital image

CUADIG303 Produce and prepare photo images

ICTWEB303 Produce digital images for the web

ICTICT207 Integrate commercial computing packages

ICTWEB302 Build simple websites using commercial programs

CUAPOS201 Perform basic vision and sound editing

<https://training.gov.au/Training/Details/ICT20115>

R Yes

No

1.3 Delivery and assessment

Requirement	Pre-enrolment information	Confirmed by RTOM
Entry requirements	There are no formal qualification entry requirements.	R Yes <input type="checkbox"/> No
Mode of delivery (Adjust as appropriate)	The mode of delivery includes any combination of the following: <ul style="list-style-type: none"> • face to face in a simulated workplace environment for required performance and knowledge evidence • in a classroom ('off the job') for some components of training for knowledge evidence 	R Yes <input type="checkbox"/> No
Delivery location (Adjust as appropriate)	Caloundra State High School 88 Queen Street Caloundra QLD 4551	<i>If work experience is mandatory and travel to another location is required, this information must be included in Section 4.</i> R Yes <input type="checkbox"/> No
Program duration (Adjust as appropriate)	Total program duration is 2 years of delivery and assessment. Students will undertake this class for 3 x 70 minutes lessons per week.	<i>School RTOs may only deliver to students enrolled in a Queensland school in Years 10–12.</i> R Yes <input type="checkbox"/> No
Amount of learning	The 'amount of learning' identifies the notional duration of all activities required for the achievement of the learning outcomes of this program. The nominal volume of learning for this program is 2 years . This includes: <ul style="list-style-type: none"> • 220 hours of scheduled training and assessment activity • one-on-one instruction as required • personal study time, either off the job or at home • additional language, literacy and numeracy training while enrolled and undertaking full-time school-based studies • online learning activities Total amount of learning: 600–1200 hours	R Yes <input type="checkbox"/> No
Learning resources (Std 1.3)	There are sufficient learning resources, equipment and facilities to: <ul style="list-style-type: none"> • enable students to meet the requirements for each unit of competency • support the number of students undertaking the training and assessment. 	R Yes <input type="checkbox"/> No
Assessment resources (Adjust as appropriate)	Assessments will be formative and conducted "on the job," where skills, knowledge and understanding will be demonstrated in the simulated workplace environment. Projects/tasks and work evidence will be progressively gathered by the assessor for units of competency until sufficient valid evidence is gathered to make assessment decisions on competency. Submission of written work is based on the requirements of the units of competency. Evidence of skills and knowledge will be gathered simultaneously.	R Yes <input type="checkbox"/> No

1.3 Delivery and assessment

Requirement	Pre-enrolment information	Confirmed by RTOM
Evidence-gathering conditions	<ul style="list-style-type: none"> • Will be progressively gathered for groups of units simultaneously. • Methods will confirm consistency of performance over time and in a range of workplace-relevant contexts, rather than a single assessment event. • Will be by observation of relevant tasks with questioning on underpinning knowledge and, where applicable, training journals and reviews of work products/folios and third party reports. • Will be done under the specific assessment conditions required by the units. 	R Yes <input type="checkbox"/> No
Work placement arrangements for students	Work placement is not included in this program.	R Yes <input type="checkbox"/> No
Third party arrangements (Adjust as appropriate)	<p>No services are delivered on behalf of the RTO.</p> <p><i>'Third party' means any party that provides services on behalf of the RTO, but does not include a contract of employment between an RTO and its employee.</i></p> <p><i>The RTO ensures that where services are provided on its behalf by a third party the provision of those services is the subject of a written agreement.</i></p> <p><i>The RTO must disclose to the student the name and contact details of any third party that will provide training and/or assessment, and related educational and support services to the student on the RTO's behalf.</i></p>	R Yes <input type="checkbox"/> No
Educational and support services	<p>Learners in this cohort are school students.</p> <p>The RTO will schedule supervised training and assessment sessions based on the timetable. Students may negotiate support in addition to scheduled hours, to develop the required skills and knowledge.</p>	R Yes <input type="checkbox"/> No
Early termination of program	<p>In the event that the RTO loses suitably qualified trainers and assessors and is unable to deliver this program:</p> <ul style="list-style-type: none"> • students will be issued with a statement of attainment for any successfully completed units of competency • any fees paid toward the program will be refunded on a pro rata basis. 	R Yes <input type="checkbox"/> No

1.3 Delivery and assessment

Requirement	Pre-enrolment information	Confirmed by RTOM
Transition	<p>This qualification's status on TGA is current at the time of this strategy's expected start date.</p> <p>If this qualification is superseded with a new version before the end of the expected duration of the program then:</p> <ul style="list-style-type: none">• if practical, students will complete training and assessment and receive any appropriate certificates in the old qualification within 12 months of the release of the new version• if this is not practical, students will transition to the new qualification within 12 months and complete their training and assessment in the new version within the expected duration of the program. Credit will be arranged for units completed and deemed as equivalent.	R Yes <input type="checkbox"/> No

1.4 Certification

Requirement	Description	Confirmed by RTOM	
Certificates and Statements of Attainment	<p>If a student is assessed as meeting the requirements of the qualification, and all agreed fees the student owes to the RTO have been paid, then within 30 calendar days of all conditions being met:</p> <ul style="list-style-type: none"> • an AQF certificate and record of results will be issued if the qualification in which the learner is enrolled is complete • a statement of attainment will be issued if the qualification in which the learner is enrolled is partially complete 	<p>R Yes <input type="checkbox"/> No</p>	
Credit arrangements	<p>Transitioning from an old version to a new version of a training product</p> <p>If the national register (training.gov.au) deems a superseded unit of competency to be equivalent to its new replacement, students may claim credit for a successfully completed superseded unit.</p>	<p>R Yes <input type="checkbox"/> No</p>	
	<p>If a student already holds a unit of competency</p> <p>If a student has a statement of attainment for a unit of competency and it has the same code as a unit of competency making up this program, the student may make a claim for a credit transfer.</p>	<p>R Yes <input type="checkbox"/> No</p>	
Recognition of prior learning (RPL) arrangements	<p>Students may request recognition of prior learning (RPL) assessment. Students are advised of the opportunity to apply for RPL and, if requested, will be provided with an RPL document allowing them to provide verifiable details of prior learning. The evidence will be assessed for currency and against requirements of the units of competency, and an amended program strategy will be prepared, taking into account the student's prior learning.</p>	<p>R Yes <input type="checkbox"/> No</p>	
	<p>Refer students to print/electronic source of further information on the RTO's RPL policy.</p> <p>G:\Coredata\Teachers\School - SS General\VocEd\VET\RPL Register</p>	<p>R Yes <input type="checkbox"/> No</p>	
Reissuing of Certificates and Statements of Attainment	<p>The RTO maintains an auditable-quality register of all AQF qualifications (including statements of attainment) issued and authorised to issue. The register contains sufficient information to identify correctly the holder of the qualification, the AQF qualification by its full title, and date of issue/award/conferral.</p>	<p><i>The Standards require compliance with the AQF Register and Issuance policies. All RTOs will:</i></p> <ul style="list-style-type: none"> • <i>Maintain an auditable-quality register of AQF qualifications issued (including Statements of Attainment). containing sufficient information to identify correctly</i> <ul style="list-style-type: none"> – <i>the holder of the qualification</i> 	<p>R Yes <input type="checkbox"/> No</p>

1.4 Certification		
	<p>The RTO has a policy that permits the replacement of certification documentation, and maintains responsibility for authentication and verification of any replacement certification documentation.</p>	<p>– the AQF qualification by its full title – date of issue/award/conferral.</p> <ul style="list-style-type: none"> • have a policy that permits replacement of certification documentation. • be responsible for authentication and verification of any replacement certification documentation. <p>http://www.aqf.edu.au/resources/aqf/</p>
Unique Student Identifier (USI)	The school RTO will not issue an AQF certificate, record of results or statement of attainment to a student without having a verified USI for that individual.	R Yes <input type="checkbox"/> No
	A student may access their training records and results (transcript) by accessing their USI account online from a computer, tablet or smart phone. For more information, see: http://usi.gov.au/Students/pages/default.aspx	R Yes <input type="checkbox"/> No

1.5 Reporting		
Requirement	Description	Confirmed by RTOM
Recording results (Adjust the first three points as appropriate)	<ul style="list-style-type: none"> • Evidence-gathering tools are used as evidence of a student's progress toward competency. • The interim outcome descriptors of 'Competent' or 'Working Towards Competency' will be used on students' projects and evidence documents. • Students may continue to submit evidence until they exit the program. • Assessor may determine final outcomes for units of competency at any time, but only after sufficient valid evidence has been gathered and assessed and any pre-requisite units have been successfully completed. • RTO management will record final outcomes (usually using the descriptors Competent, Not Competent, Credit Transfer, Superseded or Withdrawn) in Student Data Capture System (SDCS). • All final outcomes must be entered into SDCS before the end of the last term of the VET program or immediately after a student exits the program. • RTO management reports student enrolment data to QCAA within the first term of the student's commencement of the VET program. 	R Yes <input type="checkbox"/> No
Student profiles	<ul style="list-style-type: none"> • Student profiles are updated by the assessor and are accessible to students on request. • Assessors update the profile to confirm an individual student's submission of evidence and record interim and final outcomes. • RTO management uses final outcomes recorded in student profiles to update SDCS. 	R Yes <input type="checkbox"/> No
Projects and evidence-	<ul style="list-style-type: none"> • All assessment activities, including projects and evidence-gathering tools, are identified by a code and listed in this document. 	R Yes

gathering
instruments

- A mapping document provides evidence of how assessment activities, projects and evidence-gathering tools meet the requirements for each unit of competency.

No

Section 2 Core and Elective Components

List the units that are going to be delivered and assessed as part of this strategy.

Relevant standards: 1.1, 1.2, 1.4, 1.7, 1.8(a), 1.12, 3.5, Schedule 5

Note: A prerequisite unit may be delivered through an integrated approach with the secondary unit; it does not have to be fully completed before starting the secondary unit. However, to satisfy formal requirements, the prerequisite unit must be signed off prior to the secondary unit

Core and elective units being offered	Unit type	Pre-requisite unit required?
BSBWS201 Contribute to health and safety of self and others	Core Unit	<input type="checkbox"/>
BSBSUS201 Participate in environmentally sustainable work practices	Core Unit	<input type="checkbox"/>
ICTICT201 Use computer operating systems and hardware	Core Unit	<input type="checkbox"/>
ICTICT202 Work and communicate effectively in an ICT environment	Core Unit	<input type="checkbox"/>
ICTICT203 Operate application software packages	Core Unit	<input type="checkbox"/>
ICTICT204 Operate a digital media technology package	Core Unit	<input type="checkbox"/>
ICTWEB201 Use social media tools for collaboration and engagement	Core Unit	<input type="checkbox"/>
ICPDMT321 Capture a digital image	Listed Elective	<input type="checkbox"/>
ICPDMT322 Edit a digital image	Listed Elective	<input type="checkbox"/>
CUADIG303A Produce and prepare photo images	Listed Elective	<input type="checkbox"/>
ICTWEB303 Produce digital images for the web	Listed Elective	<input type="checkbox"/>
ICTICT207 Integrate commercial computing packages	Listed Elective	<input type="checkbox"/>
ICTWEB302 Build simple websites using commercial programs	Listed Elective	<input type="checkbox"/>
CUFPOS201A Perform basic vision and sound editing	Listed Elective	<input type="checkbox"/>