

CERTIFICATE I in INFORMATION TECHNOLOGY ICA10101

This course is designed for people who have limited pc literacy skills as well as for people who have intermediate pc literacy skills. This course provides students with the PC literacy skills and the foundation skills for using a PC in any industry. Anyone who works in an office administration position using Microsoft Office or any person who uses Microsoft Office (or components thereof) will also benefit from this course.

Students who successfully complete the course are also able to undertake the official Microsoft Office examinations (certification issued by Microsoft) to obtain MOS (Microsoft Office Specialist) certification.

This course not only focuses on the fundamental skills of using a PC and Microsoft Office, it also focuses on how to work more productively and efficiently in a standalone as well as within a team environment with regard to the usage of applications software (particularly Microsoft Office) by using shortcuts and workgroup collaboration.

There is a degree of flexibility in the way we can structure the certificate to suit individual participant's needs. Units of competence can be completed as a course on their own which result in a certificate of attainment in partial completion of the Certificate I in Information Technology ICA10101.

ICAITU128A - Operate a Personal Computer

Outcomes

- Start computer and access basic system information and features
- Navigate and manipulate desktop environment
- Organise basic directory and folder structures
- Organise files for user and/or organisational requirements
- Print information
- Correctly shut down the computer

ICAITU129A - Operate a Word-processing Application

Outcomes

- Create documents
- Customise basic settings to meet page layout conventions
- Format documents
- Create tables
- Add objects and images
- Print word processing documents

ICAITU130A - Operate a Spreadsheet Application

Outcomes

- Create spreadsheets
- Customise spreadsheet settings
- Format spreadsheets
- Incorporate objects and charts in spreadsheets
- Print spreadsheets

ICAITU131A - Operate a Database Application

Outcomes

- Create a database
- Customise database settings
- Create reports
- Create forms
- Retrieve information

ICAITU132A - Operate a Presentation Package

Outcomes

- Create a presentation
- Customize presentation settings
- Format presentations
- Add slide show effects
- Print presentations and notes

ICAITU133A - Send & Retrieve Information over the Internet using Browsers & Email

Outcomes

- Access the Internet
- Search the Internet
- Send and organize information
- Create an address book

All the core units listed below must be completed successfully in order to obtain the qualification of Certificate I in Information Technology IC10101.

- Operate a Personal Computer (ICAITU128a)
- Operate a Wordprocessing Application (ICAITU 129a)
- Operate a spreadsheet application (ICAITU130A)
- Operate a database application (ICAITU131A)
- Operate a presentation package (ICAITU132A)
- Send and retrieve information over the internet (ICAITU 133A)

These units of competency are relevant to people responsible for office administration and for anyone who uses Microsoft Office or aspects thereof. To qualify for the certificate, participants must demonstrate competence in all 6 of these units.

TRAINING and ASSESSMENT PLAN
ICA10101 Certificate I in INFORMATION TECHNOLOGY

Qualification National Title and Code

ICA10101 - Certificate I in Information Technology

Duration

One-to-one training. A minimum of 5 full day sessions are scheduled

or

Instructor lead; 5 per class. A minimum of 5 full day sessions are scheduled

Pre-requisite

- Basic mouse and keyboard skills
- At least one month of practical PC experience
- Any amount of Microsoft Office experience would be beneficial

Venue

As agreed upon.

Mode of Delivery

- Self-paced workbook
- Trainer Presentation (one-on-one)
- Structured Exercises – which form part of your portfolio of evidence
- Group Discussion
- Practical Demonstration
- Where possible, Units are delivered in 'clusters' to reflect the workplace scenarios

Entry Requirements

See course pre-requisites

Lecturer/Facilitator/ Academic Course Coordinator Name

Russell Kitching: E-mail: russell@mobilemouse.com.au Mobile: 0421 759 275.

Skills Recognition (RPL/RCC)

Skills Recognition recognises what you have already learnt from other courses, other life experiences, from work experience and from any training provided at work and measures it against the course or units you are doing or want to do. If what you have learnt at work or elsewhere is relevant to the course you may not have to do those parts of the course again.

It is important to apply for skills recognition if you think you have already gained some experience that might be relevant to your course.

Our Skills Recognition Policy is in our information kits or available on our web site www.scopevision.com.au

Mutual Recognition

Where a Learner seeks advanced standing on the basis of a qualification received from another Registered Training Organisation, Scope Vision will recognise that qualification under the principles of Mutual Recognition.

Appeals Process

Scope Vision has a policy and a process to allow learners to challenge assessment decisions. Before lodging an appeal, you are encouraged to discuss your results with your facilitator. Your Appeal Notification will contain details of:

- The grounds upon which the appeal is made
- Any supporting evidence

All appeals must be lodged in writing to the General Manager, Joanne Laidlaw, no later than 30 days from the official notification of your results. An independent Assessor will be nominated to review your evidence portfolio at \$0 cost to you.

Grievance Process

Similarly, Scope Vision has a policy and a process to allow learners to advise us of any complaints and/or grievances that they may have. Please access our Grievance Notification Schedule from our website www.scopevision.com.au and forward this to the General Manager, Joanne Laidlaw.

Literacy and Numeracy

Scope Vision recognises individual needs of students in relationship to literacy and numeracy skills and cultural differences in the learning and assessment program. For further assistance, please ask your facilitator.

Elements of Competency

Refer to Student Record Book given to you on day 1 of the Initiative, or the NTIS www.ntis.gov.au website, for further details.

ASSESSMENT PLAN

Formal Assessment

During this Initiative you are required to collate a portfolio of evidence substantiating your competence against the elements and performance criteria of units of competence selected. Assessment of underpinning knowledge is validated via any of the following methodologies:

- Oral questioning
- Performance related questions directed at the candidate, peers and clients
- Scenarios
- Simulated work environment tasks
- Direct Observation
- On the job completion of projects (Review of documentation created by candidate)
- Self-paced workbooks

For the Certificate I in Information Technology, a range of assessment strategies to gather evidence to cover the full range of the learning outcomes and the assessment criteria have been designed:

- Skills practice and learning activities which are observed using checklists. These relate to key assessment criteria and are applied during the workshop. They particularly relate to the key competencies that will be included in the Assessment folio.
- Assessment folio. Participants will generate evidence against the generic principles / content and then produce documentation which is specific to their work situation or to the given practice files.

Steps of Assessment

There are four main steps to follow to provide evidence for each unit of competency:

1. Review the unit of competence (the standards)
2. Note any evidence of competency you believe you have (current evidence)
3. Assess your current competency and identify any skills gaps (alignment)
4. Liaise with your facilitator to address these identified skill gaps via one-on-one training and mentoring (validation)

Step 1 - Review the Diploma unit(s) of competence

- Identify day-to-day work and experience in the workplace
- Identify what examples of work demonstrate the unit of competency.

Example:

Look at the first chosen Unit. Read the performance criteria and the evidence guide, and talk to people who know your work and abilities. Ask them to give examples where you demonstrate competency. These people could include:

- | | |
|-----------------------------|--------------------------------------|
| ➤ Members of your work team | ➤ past and present trainers/teachers |
| ➤ Your manager | ➤ community peers |
| ➤ Fellow workers | ➤ fellow volunteer worker |
| ➤ Your coach | ➤ fellow students/learners |
| ➤ Clients | ➤ family |

Step 2 - Note any evidence of your competency

The next step is to make a note of the evidence you can provide to the Assessor. You need to provide evidence so that the Assessor can decide whether the skills and knowledge you have developed through your experience match the appropriate competencies. Your evidence may include information and demonstrated performance that shows that you have achieved competency or a number of competencies.

Evidence can come in many forms and some examples of types of evidence are given below. It can often be the case that one piece of evidence is relevant to more than one competency. You may have developed competence in one or more units of competency in a number of ways: through life experience, through work experience or through training.

These examples of current workplace competence are only a suggestion: evidence will be different for every person. Your Assessor will help you choose which methods would be the best suited to providing valid, fair, reliable and flexible assessment evidence in your situation.

Past Experience

Think over what you have done in the past. You may, for instance, have been responsible for developing a spreadsheet within your workplace, which involved aspects of the units of competence listed on the NTIS website. Through this experience you may have developed skills and knowledge related to the competencies (or to the elements of the competencies).

An example of the kind of evidence that you might present to the Assessor could include:

- notes or records of interviews from when you were compiling spreadsheet(s) / database(s) / documentation / presentation(s)
- written or spoken feedback from your colleagues
- minutes from team meetings
- an evaluation of the spreadsheet(s) / database(s) / documentation / presentation(s) you created
- an action plan for the spreadsheet(s) / database(s) / documentation / presentation(s)
- digital copies of spreadsheet(s) / database(s) / documentation / presentation(s) prepared for management
- examples of how you have incorporated what you learned into your work

Demonstration/Observation

Another form of evidence is the demonstration of your skills and knowledge. If you feel that you are currently using Certificate I in Information Technology competencies, you should organise for your Assessor to be present when this is happening. For example, you could invite the Assessor to visit you in your workplace. It is application of your skills and knowledge that is important, not how or where you learned them.

An Individual Development Portfolio will be developed by each participant, which will then form the basis for assessment evidence. Assessment will be conducted on-the-job, through one-on-one interviews, and through continuous group work during the duration of the workshop.

Step 3 - Assess your current competency and identify any skills gaps (alignment)

Where ever it has been identified that you have a skills and / or knowledge deficiency, provision will be made for Training. This will be invoiced at an agreed rate depending on the course of action chosen by the Learner.

Step 4 - Liaise with your facilitator to address these identified skill gaps via one-on-one training and mentoring (validation)

We work together once skill gaps have been identified and agree on the best course of action for you to take reflecting on your learning style.

Resources Required

Personal computer / laptop computer and a printer. When a skills / knowledge deficiency has been identified, the Learner is required to purchase further Training Pathways and agrees to pay the nominated fee chosen.



(Signed copy to be placed in each Learners file)

TRAINING and ASSESSMENT PLAN

CERTIFICATE I in INFORMATION TECHNOLOGY: ICA 10101

Learner Name:

I have received and read the above training and assessment plan Yes (please tick)
I accept my enrolment on to the ICA10101 Certificate I in Information Technology Skills Recognition Pathways and request that you invoice me in accordance with my enrolment details.

Signed:
(Learner Signature)

Date: / / 04

Sign and Fax to: (08) 9297 3664

Attn: MJ