

## Stage 5 VET BEC – Information Technology

BOS course name	BOS course number	Schools Online (Administration) entry advice
Information Technology	84430 (school or private provider delivered)	This course number should always be entered as a 'Year 10' entry. This applies to students doing the course in either Year 9 or Year 10.
	84021 (TAFE NSW delivered)	The course entry needs to be made in the calendar year that the course is undertaken.

<b>Possible AQF VET qualification</b>	Certificate I in Information Technology (ICA10105)
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<b>Work-based learning</b>	It is strongly recommended that work-based learning opportunities be used as a teaching and learning strategy throughout the course. These could include group project work, individual research or other activities that meet the learning needs of students. There is a range of career, enterprise and work education programs currently operating in schools that may be linked to the Information Technology course.
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<b>Exclusions</b>	none
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*For TAFE NSW delivery only:*

<b>TAFE course name</b>	Certificate I in Information Technology	<b>TAFE course number</b>	19000
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### Course requirements

This course will be credentialled as a 100-hour elective.

Students must attempt:

- all mandatory units of competency
- and elective units of competency to a minimum of 60 indicative hours.

Students must satisfy the course completion criteria as required by the Board of Studies. Refer to Section 4.3 of the *Assessment, Certification and Examination (ACE) Manual*.

### Access to VET by students in Years 9 and 10

Undertaking a VET course in Years 9 and 10 is an option for students as part of a broad general education leading to recognised schooling and VET sector qualifications. Students must also complete the mandatory curriculum requirements for Stage 5, including the development of essential literacy and numeracy skills.

Further information, including *Guidelines for access to VET courses by students in Years 9 and 10*, is available on the Board of Studies website at [www.boardofstudies.nsw.edu.au/voc\\_ed/stage-5.html](http://www.boardofstudies.nsw.edu.au/voc_ed/stage-5.html)

Schools should consider this course most appropriate for a specific targeted group of students that may benefit from the study of basic IT concepts.

## Course content

Unit code	Unit title	Unit-specific prerequisite	Status for AQF VET qualification	Indicative hours of credit
<b>MANDATORY</b> Attempt ALL units of competency				
ICAU1128B	Operate a personal computer	nil	core	15
ICAU1129B	Operate a word processing application	nil	core	15
ICAU1133B	Send and retrieve information using web browsers and email	nil	core	10
<b>Total indicative hours for mandatory units of competency</b>				<b>40</b>
<b>ELECTIVE</b> Attempt units of competency to a minimum of <u>60</u> indicative hours				
BSBCM106A	Follow workplace safety procedures	nil	Group A elective	15
CUVVSP11B	Apply techniques to produce digital images	nil	Group B elective	20
ICAI2015B	Install software applications	nil	Group A elective	20
ICAS1193B	Connect a workstation to the internet	nil	Group A elective	10
ICAS2008B	Maintain inventories for equipment, software and documentation	nil	Group A elective	10
ICAS2014B	Connect hardware peripherals	nil	Group A elective	10
ICAS2017B	Maintain system integrity	nil	Group A elective	15
ICAS2243B	Detect and protect from spam and destructive software	nil	Group A elective	10
ICAT1206B	Check site security	nil	Group A elective	10
ICAU1130B	Operate a spreadsheet application	nil	Group A elective	15
ICAU1131B	Operate a database application	nil	Group A elective	15

Unit code	Unit title	Unit-specific prerequisite	Status for AQF VET qualification	Indicative hours of credit
ICAU1132B	Operate a presentation package	nil	Group A elective	15
ICAU1204B	Locate and use relevant online information	nil	Group A elective	15
ICAU1211B	Operate accounting applications	ICAU1128B	Group A elective	30
ICAU1213B	Conduct online transactions	nil	Group A elective	10
ICAU1215B	Use personal productivity tool	nil	Group A elective	20
ICAU2005B	Operate computer hardware	ICAU1128B	Group A elective	20
ICAU2007B	Maintain equipment and consumables	nil	Group A elective	15
ICAU2231B	Use computer operating system	ICAU1128B	Group A elective	15

### **AQF VET qualification**

To attain Certificate I in Information Technology (ICA10105) students must achieve six units of competency including:

- a) three core units of competency
- b) three elective units of competency (minimum 2 Group A electives).