Desktop Publishing

AQF VET qualification: Certificate II in Printing and Graphic Arts (Desktop Publishing) (ICP20210)

Training Package: Printing and Graphic Arts (ICP10) version 2

BOS course name	Pattern of study	BOS course number	Schools Online (Administration) entry advice
Desktop Publishing (120 hours)	2 units x 1 year	59742	Enter this course number for either Preliminary (Year 11) or HSC (Year 12)
Desktop Publishing (240 hours)	2 units x 2 years	59740	Enter this course number for both Preliminary (Year 11) and HSC (Year 12)
Desktop Publishing (360 hours)	2 units x 2 years	59740	Enter this course number for both Preliminary (Year 11) and HSC (Year 12)
	and		
	2 units x 1 year	59742	Enter this course number in either Preliminary (Year 11) or HSC (Year 12)

Eligibility: Desktop Publishing (360 indicative hours) is available to school-based trainees only.

Exclusions: Printing and Graphic Arts

HSC course requirements

Desktop Publishing (120 indicative hours)

- the possible qualification outcome is a Statement of Attainment towards Certificate II in Printing and Graphic Arts (Desktop Publishing) (ICP20210)
- accredited for a total of 2 units at the Preliminary and/or HSC level
- attempt core and/or elective units of competency to a minimum of 120 HSC indicative hours.

Desktop Publishing (240 indicative hours)

- the possible qualification outcome is a Statement of Attainment towards Certificate II in Printing and Graphic Arts (Desktop Publishing) (ICP20210)
- accredited for a total of 4 units at the Preliminary and/or HSC level
- attempt core and/or elective units of competency to a minimum of 240 HSC indicative hours.

Desktop Publishing (360 indicative hours)

- the possible qualification outcome is Certificate II in Printing and Graphic Arts (Desktop Publishing) (ICP20210)
- accredited for a total of 6 units at the Preliminary and/or HSC level
- attempt all core units of competency and elective units of competency to a minimum of 285 HSC indicative hours and to meet qualification packaging rules.

The requirements for the completion of an HSC VET course are different to the requirements for AQF VET qualification completion. Registered Training Organisations (RTOs) need to ensure that delivery of courses meets HSC course requirements and complies with Training Package rules.

For a course to count towards the HSC program of study, students must satisfy the course completion criteria as required by the Board of Studies. (Refer to the *Assessment Certification Examination (ACE) website*.) There must be sufficient evidence that the student has:

- followed the course developed by the Board
- applied themselves with diligence and sustained effort to the set tasks and experiences provided in the course
- achieved some or all of the course outcomes
- (where applicable) undertaken the mandatory work placement.

Unit credit for the Higher School Certificate

Desktop Publishing HSC VET courses count as Board Endorsed unit credit for the HSC but do not contribute towards an Australian Tertiary Admission Rank (ATAR).

To facilitate flexibility of VET in the HSC, courses may be delivered as Preliminary, as HSC or as a combination of Preliminary and HSC units.

The HSC credit units will be allocated to students' Preliminary and/or HSC patterns of study as required.

The pattern of study (BOS course number) entered on *Schools Online (Administration)* should reflect the delivery of the HSC VET course over successive years. For example, delivery of a 240 HSC indicative hour course over two years should be entered as 2 units x 2 years. Students will be credentialled for the HSC credit units entered each calendar year, provided they have satisfactorily completed the course requirements for that calendar year as determined by the school, college or RTO.

Course content

CORE

Unit code and title	Status for AQF VET qualification	HSC indicative hours of credit
BSBSUS201A Participate in environmentally sustainable work practices	core	15
ICPSU216C Inspect quality against required standards	core	20
ICPSU260C Maintain a safe work environment	core	20
ICPSU262C Communicate in the workplace	core	20

Total HSC indicative hours for core units of competency: 75

ELECTIVE

Unit code and title	Status for AQF VET qualification	HSC indicative hours of credit
ICPMM263C Access and use the Internet	elective – Group A	10
ICPPP211C Develop a basic design concept	elective – Group A	40
ICPPP221C Select and apply type	elective – Group A	15
ICPPP224C Produce pages using a page layout application	elective – Group A	25
ICPPP225C Produce graphics using a graphics application	elective – Group A	30
ICPMM321C Capture a digital image	elective – Group B	30
ICPMM322C Edit a digital image	elective – Group B	30
ICPPP232C Electronically combine and assemble data	elective – Group B	20
ICPPP284A Produce PDF files for online or screen display	elective – Group B	35
ICPPP286A Scan images for reproduction	elective – Group B	20
ICPPP321C Produce a typographic image Prerequisite: ICPPP221C	elective – Group B	20
ICPPP322C Digitise images for reproduction	elective – Group B	20
ICPPR384A Set up and produce basic digital print	elective – Group B	35
ICPSU261C Follow OHS practices and identify environmental hazards	elective – Group B	5

AQF VET qualification

Qualification packaging rules are contained in the *[Printing and Graphic Arts Training Package (ICP10)](http://training.gov.au)* at http://training.gov.au.

In summary, to attain Certificate II in Printing and Graphic Arts (ICP20210) students must achieve 15 units of competency including:

a)   4 core units of competency

b)   11 elective units of competency.

See qualification packaging rules for specific details.

Other information

Criteria for the endorsement of Board Endorsed VET courses (VET BECs)

The criteria for endorsement of VET BECs are outlined in the *Guidelines for Stages 5 and 6 Board Endorsed VET Courses* available on the Board's website at www.boardofstudies.nsw.edu.au/voc_ed/board-endorsed-courses.html.

HSC VET course delivery

HSC VET courses can only be delivered by an RTO with the relevant qualification and units of competency on their scope of registration. Scope of registration can be checked at http://training.gov.au.

RTOs offering training programs for the delivery and assessment of Desktop Publishing HSC VET courses must meet the requirements of the VET Quality Framework, the *Printing and Graphic Arts Training Package (ICP10)* and the HSC course.

Information about the delivery of HSC VET courses by RTOs other than school system RTOs or TAFE NSW institutes is contained on the Board's *Assessment Certification Examination (ACE) website*.

Non-government schools outsourcing delivery of HSC VET courses to external providers also need to refer to the *Registered and Accredited Individual Non-government Schools (NSW) Manual* or *Registration Systems and Member Non-government Schools (NSW) Manual* which are available on the Board's website at www.boardofstudies.nsw.edu.au/manuals/#regaccredsystemsmanuals.

Allocation of HSC indicative hours of credit

Units of competency drawn from Training Packages are not defined in terms of duration. The amount of time required by individual students to achieve competency will vary according to their aptitude and experience. Where a training program is designed for delivery by an RTO, the RTO will specify the length of the training program according to the delivery strategies and/or curriculum resources chosen.

However, for the purposes of the HSC, VET courses must be described in terms of their indicative hours. For this reason, indicative hours for unit credit towards the HSC have been assigned to each unit of competency. It is emphasised that the assignment of indicative hours does not imply that all students will fulfil all requirements of a unit of competency within these hours. RTOs may determine that additional or fewer hours are required for the achievement of particular competencies. However, this does not alter the HSC indicative hours allocated, only the delivery hours.

Students may need to spend additional time practising skills in a work environment and completing projects and assignments, in order to fulfil Training Package assessment requirements.

Exclusions

Where there is significant overlap between an HSC VET course and other HSC VET or general education courses, the Board has an exclusion between the courses. Exclusions are applied at a course level rather than at the unit of competency level.

Students can only undertake the Desktop Publishing (120 indicative hours) course or the Desktop Publishing (240 indicative hours) course or the Desktop Publishing (360 indicative hours) course.

Schools should check all course exclusions when determining an appropriate pattern of study for their students.

Course exclusions for Desktop Publishing are detailed on the first page of this course description.

Recognition of Prior Learning (RPL) and credit transfer within VET courses

Students who have current knowledge, skills or experience relevant to a VET course may be granted credit towards the course requirements.

Arrangements for RPL and credit transfer within VET courses, including processes, application forms and examples of possible scenarios, are detailed on the Board's website at www.boardofstudies.nsw.edu.au/voc_ed/rpl.html.

School-based apprentices and trainees

Information regarding provision for school-based apprentices and trainees within the HSC is available on the Board's website at www.boardofstudies.nsw.edu.au/voc_ed/apprenticeships-traineeships.html.

Information on requirements and arrangements for NSW school-based apprenticeships and traineeships is available at www.training.nsw.gov.au/individuals/apprenticeships_traineeships/school_based/index.html.

Students with special education needs

Students with special education needs may access a VET course in one of two ways:
- by undertaking the course under regular course arrangements, or
- by undertaking selected units of competency within the course that have been identified through the collaborative curriculum planning process.

For more information, see the *VET Courses and Students with Special Education Needs* fact sheet on the Board's website.

Students in Years 9 and 10 (Stage 5)

In certain circumstances students in Years 9 and 10 (Stage 5) may access Stage 6 VET courses. Further information is available on the Board's website at www.boardofstudies.nsw.edu.au/voc_ed/stage-5.html.