Information and Digital Skills

AQF VET qualification: Certificate II in Information, Digital Media and Technology (ICA20111)

Training Package: Information and Communications Technology (ICA11) version 1

Skill sets: Computing and Application Fundamentals
Computing Fundamentals
Basic Computer Hardware and System Troubleshooting

BOS course name	Pattern of study	BOS course number	Schools Online (Administration) entry advice
Information and Digital Skills (120 hours)	2 units x 1 year	65390	Enter this course number for either Preliminary (Year 11) or HSC (Year 12)
Information and Digital Skills (240 hours)	2 units x 2 years	65392	Enter this course number for both Preliminary (Year 11) and HSC (Year 12)
	or		
	4 units x 1 year	65394	Enter this course number for either Preliminary (Year 11) or HSC (Year 12)

Eligibility: Nil

Exclusions: Computing Applications CEC

HSC course requirements

Information and Digital Skills (120 indicative hours)

- the possible qualification outcome is a Statement of Attainment towards Certificate II in Information, Digital Media and Technology (ICA20111)
- 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
- a minimum of 35 hours of work placement is strongly recommended.

Information and Digital Skills (240 indicative hours)

- the possible qualification outcome is a Certificate II in Information, Digital Media and Technology (ICA20111)
- accredited for a total of 4 units at the Preliminary and/or HSC level
- attempt all core units of competency and elective units of competency to a minimum of 105 HSC indicative hours and to meet qualification packaging rules
- a minimum of 70 hours of work placement is strongly recommended.

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

Information and Digital Skills 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
BSBOHS201A Participate in OHS processes	core	15
BSBSUS201A Participate in environmentally sustainable work practices	core	15
ICAICT201A Use computer operating systems and hardware	core	20
ICAICT202A Work and communicate effectively in an IT environment	core	25
ICAICT203A Operate application software packages	core	20
ICAICT204A Operate a digital media technology package	core	20
ICAWEB201A Use social media tools for collaboration and engagement	core	20

Total HSC indicative hours for core units of competency: 135

ELECTIVE

Unit code and title	Status for AQF VET qualification	HSC indicative hours of credit
CUFCAM201A Assist with a basic camera shoot	elective – listed	20
CUFDIG201A Maintain interactive content	elective – listed	15
CUFDIG303A Produce and prepare photo images	elective – listed	15
CUFPOS201A Perform basic vision and sound editing	elective – listed	25
CUFSOU204A Perform basic sound editing	elective – listed	20
ICAICT205A Design basic organisational documents using computing packages	elective – listed	20
ICAICT206A Install software applications	elective – listed	20
ICAICT207A Integrate commercial computing packages	elective – listed	15
ICAICT208A Operate accounting applications	elective – listed	30
ICAICT209A Interact with ICT clients	elective – listed	15
ICAICT210A Operate database applications	elective – listed	20

Unit code and title	Status for AQF VET qualification	HSC indicative hours of credit
ICAICT211A Identify and use basic current industry-specific technologies	elective – listed	20
ICAICT212A Incorporate Indigenous needs and perspectives into IT environment	elective – listed	15
ICASAS201A Maintain inventories for equipment, software and documentation	elective – listed	10
ICASAS202A Apply problem-solving techniques to routine IT malfunctions	elective – listed	20
ICASAS203A Connect hardware peripherals	elective – listed	20
ICASAS204A Record client support requirements	elective – listed	10
ICASAS205A Maintain IT system integrity	elective – listed	15
ICASAS206A Detect and protect from spam and destructive software	elective – listed	10
ICASAS207A Protect and secure information assets	elective – listed	15
ICASAS208A Maintain IT equipment and consumables	elective – listed	15
ICASAS209A Connect and use a home-based local wireless network	elective – listed	30
ICPMM321C Capture a digital image	elective – listed	30

AQF VET qualification

Qualification packaging rules are contained in the *Information and Communications Technology Training Package (ICA11)* at http://training.gov.au.

In summary, to attain Certificate II in Information, Digital Media and Technology (ICA20111) students must achieve
14 units of competency including:

a)   7 core units of competency
b)   7 elective units of competency
  – up to 7 from the elective units listed
  – up to 3 from elsewhere in ICA11 or any other Training Package or accredited course at Certificate II or III level.

Computing Fundamentals Skill Set
To achieve this skill set students must achieve BSBOHS201A, ICAICT201A, ICAICT203A and ICAWEB201A.

Computing and Application Fundamentals Skill Set

To achieve this skill set students must achieve BSBOHS201A, ICAICT201A, ICAICT203A and ICAICT210A.

Basic Computer Hardware and System Troubleshooting Skill Set

To achieve this skill set students must achieve BSBOHS201A, ICAICT201A, ICASAS201A, ICASAS205A, ICASAS206A, ICASAS207A, ICASAS208A and ICASAS209A.

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 Information and Digital Skills HSC VET courses must meet the requirements of the VET Quality Framework, the *Information and Communications Technology Training Package (ICA11)* 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 Information and Digital Skills (120 indicative hours) course or the Information and Digital Skills (240 indicative hours) course.

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

Course exclusions for Information and Digital Skills 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.

Pathways within the information and communications technology

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                    │  Information, Digital    │
                    │  Media and Technology –  │
                    │  Certificate I (ICA10111)│
                    └─────────────────────────┘
                                 │
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                    ┌─────────────────────────┐
                    │ Stage 5 100-hour elective│
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Stage 6 VET BEC (ICA20111)	Stage 6 Industry Curriculum Framework (ICA30111)

240-hour HSC course	120-hour HSC course	240-hour HSC course	120-hour HSC course

Certificate II in Information, Digital Media and Technology (ICA20111) 4 units of HSC credit	Statement of Attainment towards Certificate II in Information, Digital Media and Technology (ICA20111) 2 units of HSC credit	Statement of Attainment towards Certificate III in Information, Digital Media and Technology (ICA30111) 4 units of HSC credit	Statement of Attainment towards Certificate III in Information, Digital Media and Technology (ICA30111) 2 units of HSC credit
END	END	END	END

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                    │ 60 or 120 or 180 or 240-hour │
                    │   Specialisation Study       │
                    │       HSC course             │
                    └─────────────────────────┘
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                                 ▼
                    ┌─────────────────────────┐
                    │   Certificate III in     │
                    │  Information, Digital     │
                    │  Media and Technology     │
                    │      (ICA30111)           │
                    │  1 or 2 or 3 or 4 units of│
                    │       HSC credit          │
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