Information and Digital Skills

AQF VET qualification: ICT20115 Certificate II in Information, Digital Media and Technology

Training Package: ICT Information and Communications Technology (version 3.1)

Skill sets: ICTSS00033 Basic Computer Hardware and System Troubleshooting
ICTSS00044 Computing and Application Fundamentals
ICTSS00045 Computing Fundamentals

BOSTES course name	Pattern of study	BOSTES 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

Students undertaking both this Information and Digital Skills course and a course based on the *CUA Creative Arts and Culture Training Package* should choose different units of competency to meet the requirements of each HSC course and qualification.

HSC course requirements

Information and Digital Skills (120 indicative hours)

- the possible qualification outcome is a Statement of Attainment towards ICT20115 Certificate II in Information, Digital Media and Technology
- 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 ICT20115 Certificate II in Information, Digital Media and Technology
- accredited for a total of 4 units at the Preliminary and/or HSC level
- attempt all core units of competency (totalling 130 HSC indicative hours) and elective units of competency to a minimum of 110 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, Teaching and Educational Standards NSW (BOSTES). (Refer to the *Assessment Certification Examination (ACE) website*.) There must be sufficient evidence that the student has:
- followed the course developed or endorsed by BOSTES
- 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 (BOSTES 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
BSBWHS201 Contribute to health and safety of self and others	core	15
BSBSUS201 Participate in environmentally sustainable work practices	core	15
ICTICT201 Use computer operating systems and hardware	core	20
ICTICT202 Work and communicate effectively in an ICT environment	core	25
ICTICT203 Operate application software packages	core	20
ICTICT204 Operate a digital media technology package	core	20
ICTWEB201 Use social media tools for collaboration and engagement	core	15

Total HSC indicative hours for core units of competency: 130

ELECTIVE

Unit code and title	Status for AQF VET qualification	HSC indicative hours of credit
CUACAM201 Assist with a basic camera shoot	elective – listed	20
CUADIG201 Maintain interactive content	elective – listed	15
CUADIG303 Produce and prepare photo images	elective – listed	15
CUAPOS201 Perform basic vision and sound editing	elective – listed	25
CUASOU202 Perform basic sound editing	elective – listed	20
ICPDMT321 Capture a digital image	elective – listed	30
ICTICT205 Design basic organisational documents using computing packages	elective – listed	20
ICTICT206 Install software applications	elective – listed	20

Unit code and title	Status for AQF VET qualification	HSC indicative hours of credit
ICTICT207 Integrate commercial computing packages	elective – listed	15
ICTICT208 Operate accounting applications	elective – listed	30
ICTICT209 Interact with ICT clients	elective – listed	15
ICTICT210 Operate database applications	elective – listed	20
ICTICT211 Identify and use basic current industry specific technologies	elective – listed	20
ICTICT212 Incorporate Indigenous needs and perspectives into ICT environment	elective – listed	15
ICTSAS201 Maintain inventories for equipment, software and documentation	elective – listed	10
ICTSAS202 Apply problem-solving techniques to routine ICT malfunctions	elective – listed	20
ICTSAS203 Connect hardware peripherals	elective – listed	10
ICTSAS204 Record client support requirements	elective – listed	10
ICTSAS205 Maintain ICT system integrity	elective – listed	15
ICTSAS206 Detect and protect from spam and destructive software	elective – listed	10
ICTSAS207 Protect and secure information assets	elective – listed	15
ICTSAS208 Maintain ICT equipment and consumables	elective – listed	15
ICTSAS209 Connect and use a home based local wireless network	elective – listed	30

AQF VET qualification

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

In summary, to attain ICT20115 Certificate II in Information, Digital Media and Technology 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 the ICT Training Package or any other Training Package or accredited course at Certificate II or III level.

[ICTSS00033 Basic Computer Hardware and System Troubleshooting Skill Set](#)

To achieve this skill set students must achieve BSBWHS201, ICTICT201, ICTSAS201, ICTSAS205, ICTSAS206, ICTSAS207, ICTSAS208 and ICTSAS209.

[ICTSS00044 Computing and Application Fundamentals Skill Set](#)

To achieve this skill set students must achieve BSBWHS201, ICTICT201, ICTICT203 and ICTICT210.

[ICTSS00045 Computing Fundamentals Skill Set](#)

To achieve this skill set students must achieve BSBWHS201, ICTICT201, ICTICT203 and ICTWEB201.

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 BOSTES 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 *ICT Information and Communications Technology Training Package* 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 BOSTES *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 BOSTES website at http://rego.bostes.nsw.edu.au.

HSC work placement requirements

Work placement is strongly recommended for the 120-hour and 240-hour Information and Digital Skills HSC VET courses.

Students undertaking HSC VET courses as part of a school-based apprenticeship or traineeship will meet mandatory work placement hour requirements through the on-the-job training component of the school-based apprenticeship or traineeship.

Students' outside employment (ie not under the auspices of the school) may be recognised towards the requirement for work placement in a VET course (ACE 8051 – *Assessment Certification Examination (ACE) website*).

Non-completion of work placement is grounds for withholding the HSC course. Schools and colleges are advised to follow the procedure for issuing 'N' determinations as outlined on the BOSTES *Assessment Certification Examination (ACE) website*.

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, BOSTES 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 form and examples of possible scenarios, are detailed on the BOSTES 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 BOSTES 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, as well as *Collaborative Curriculum Planning* advice, on the BOSTES 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 BOSTES website at www.boardofstudies.nsw.edu.au/voc_ed/stage-5.html.

Pathways within the information and communications technology

Information, Digital Media and Technology – Certificate I (ICT10115)

Stage 5 100-hour

Stage 6 VET BEC (ICT20115)

Stage 6 Industry Curriculum Framework (ICT30115)

240-hour HSC

120-hour HSC

240-hour HSC

120-hour HSC

Certificate II in Information, Digital Media and Technology (ICT20115)

4 units of HSC credit

SOA towards Certificate II in Information, Digital Media and Technology (ICT20115)

2 units of HSC credit

SOA towards Certificate III in Information, Digital Media and Technology (ICT30115)

4 units of HSC credit

SOA towards Certificate III in Information, Digital Media and Technology (ICT30115)

2 units of HSC credit

END

END

END

END

60 or 120 or 180 or 240-hour Specialisation Study HSC course

Certificate III in Information, Digital Media and Technology (ICT30115)

1 or 2 or 3 or 4 units of HSC credit

END