Training and Assessment Strategy

ICT20115 Certificate II in Information, Digital Media and Technology

Gympie State High School

Approval			
School RTO training and assessment strategy			
School RTO Name	Gympie State High School	**QCAA Number**	404
Qualification Code	ICT20115	**National Provider Number**	30067
RTO Manager		**Principal**	
Name	Alicia Radecker	**Name**	Anthony Lanskey
Email address	arade6@eq.edu.au	**Email address**	alans6@eq.edu.au
Date	20/02/2020	**Date**	20/02/2020

For all Queensland schools

Contents

Section 1   Program overview

1.1   National requirements

Qualification code	ICA20115
Qualification title	Certificate II in Information, Digital Media and Technology
Relevant Standards	1.1–1.7, 1.8(a), 1.9–1.19, 1.26, 2.2, 5, 8.4
Training package code	ICT

Current release date	30 Aug 2019	**Release number**	5.0

Training package title	Information and Communications Technology
National register	https://training.gov.au/Training/Details/ICT
Companion volume	https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=a53af4e4-b400-484e-b778-71c9e9d6aff2

Qualification status	Current	Where a qualification is **no longer current and has not been superseded**, all students' training and assessment must be completed and the relevant AQF certification issued **within a period of two years** from the date the qualification was removed or deleted from the National Register.
Superseded, deleted or no longer current date	n/a	
Latest date for student completion and AQF certification (Complete only if qualification status ≠ current)	n/a	Where a qualification on the RTO's scope of registration is **superseded**, all students' training and assessment must be completed and the relevant AQF certification issued or students are transferred into its replacement **within a period of one year** from the date the replacement qualification was released on the National Register.

TAS has been developed through industry engagement	☑ Yes ☐ No (See Section 7)	**Total number of proposed assessment tools for this qualification**	19 (See Section 3)

Delivering and assessing information (Complete this remaining part of Section 1.1 only when the qualification is on scope)			
TAS implementation date (See **Section 10**)	20/02/2020	**TAS monitoring date** (See **Section 11**)	20/02/2020
Developed for: (Select one only)	☐ individual student/s	**Name/s of individual student/s**	
	☑ class cohort	**Current number of students enrolled**	10
A representative sample of assessment tools has been validated	☑ Yes ☐ No	**Delivery period for this cohort or individual** **Start** **End**	 28/01/2020 19/11/2021

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RTO's Assessment and/or TAS policies and procedures have been followed when implementing this TAS	☑ Yes ☐ No	RTO has checked other printed and electronic student information/data for compatibility with TAS	☑ Yes ☐ No

1.2   Qualification

Requirement	Packaging rules	Confirmed by RTOM
Qualification description and job roles	This entry level qualification provides the foundation skills and knowledge to use information and communications technology (ICT) in any industry. **Licensing/Regulatory Information:** *No licensing, legislative or certification requirements apply to this qualification at the time of publication.* Entry Requirements Nil	☑ Yes ☐ No

Packaging rules	• Total number of units = 14
	• 7 core units plus 7 elective units.
	• The elective units consist of:
	  ○ up to 7 from the elective units listed on training.gov.au
	  ○ up to 3 from elsewhere in ICT Information and Communications Technology Training Package or any other Training Package or accredited course at Certificate II or III level.
		☑ Yes
		☐ No

1.3   Delivery and assessment

Requirement	Pre-enrolment information	Confirmed by RTOM
General entry requirements	General entry requirements for this program include the student's agreement and ability to undertake the following: • demonstrate evidence of language, literacy and numeracy skills at the requisite ACSF level • attend and participate in scheduled training and assessment • participate in workplace tasks to employer expectations • be able to work in an industry environment and handle industry standard equipment • comply with the RTO code of conduct requirements, directions on work, and health and safety matters.	☑ Yes ☐ No
Specific entry and/or completion requirements	Specific entry requirements exist ☐ Yes ☑ No **Prior to enrolment the RTO has provided advice in print or electronically to students on participation requirements and application processes.** ☑ Yes ☐ No	☑ Yes ☐ No

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1.3 Delivery and assessment

Requirement	Pre-enrolment information		Confirmed by RTOM
Access and reasonable adjustments	**The RTO has advised students in print or electronically that reasonable adjustments may be available.** ☑ Yes ☐ No When appropriate, reasonable adjustments will be applied by the RTO to take into account the individual student's needs. Reasonable adjustments may include: • accessible class rooms • note-taking support • course material in alternative formats — electronic, large print • use of laptop for assessments • an Auslan (Australian Sign Language) interpreter	• extra time or extensions for assessments or alternative assessment tasks • ergonomic chair/desk • use of assistive technology • other adjustments.	☑ Yes ☐ No
Mode of delivery	The mode of delivery includes any combination of the following: • face-to-face in a simulated workplace environment for required performance and knowledge evidence • online for some components of training for knowledge evidence • in a classroom ('off the job') for some components of training for knowledge evidence.		☑ Yes ☐ No
Delivery location	Multiple delivery locations are used. ☐ Yes ☑ No The delivery location is the principal place of business of the RTO.	Locations of additional campuses where training or assessment services are provided.	☑ Yes ☐ No
Program duration	Total program duration for delivery and assessment is: ☐ **6 months** ☐ **1 year** ☑ **2 years** ☐ **3 years** Other: please specify	This means that after the expiry of the program duration, no further assessment evidence will be accepted and no further training conducted.	☑ Yes ☐ No
Amount of training and volume of learning	The 'amount of training' relates to formal teaching and learning activities. The nominal amount of scheduled training for this program is: ☐ **55 hours** ☐ **110 hours** ☑ **220 hours** ☐ **330 hours** The 'volume of learning' identifies the notional duration of all activities required for the achievement of the learning outcomes of this program. The total volume of learning for this program is: ☑ **600–1200 hours** (Certificate I and II) ☐ **1200–2400 hours** (Certificate III and IV)		☑ Yes ☐ No

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1.3   Delivery and assessment

Requirement	Pre-enrolment information			Confirmed by RTOM
Learning resources	There are sufficient learning resources, equipment and facilities to: • enable students to meet the requirements for each unit of competency • support the number of students undertaking the training and assessment.			☑ Yes ☐ No
Assessment resources	• Assessments will be formative and conducted so that skills, knowledge and understanding may be demonstrated in a simulated workplace environment. Assessment of knowledge and skills will be integrated with assessment of their practical application. • Projects/tasks and work evidence will be gathered by the assessor for units of competency until sufficient valid evidence is gathered to make assessment decisions on competency. Evidence of skills and knowledge will be gathered simultaneously.			☑ Yes ☐ No
Evidence-gathering conditions	• Will be progressively gathered throughout the duration of the course. • Will be by observation of relevant tasks with questioning on underpinning knowledge and reviews of work products/folios. • Will be done under the specific assessment conditions required by the units.			☑ Yes ☐ No
Work placement requirements	**Work placement or experience is a requirement.** ☐ Yes ☑ No The RTO may require students to undertake work placement or work experience. When this is the case, a summary of the requirements will be recorded in Section 4 of the TAS. Students have been advised in writing or electronically.			☑ Yes ☐ No
Third party arrangements	No services are delivered on behalf of the RTO.	☐ Yes ☑ No	• 'Third party' means any party that provides services on behalf of the RTO, but does not include a contract of employment between an RTO and its employee. • Where services are provided on the RTO's behalf by a third party, the provision of those services must include a written agreement.	☑ Yes ☐ No
	Some services are provided by a third party on behalf of the RTO.	☐ Yes ☑ No		
	QCAA has been notified of the third party arrangement.	☐ Yes ☑ No		

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1.3 Delivery and assessment

Requirement	Pre-enrolment information	Confirmed by RTOM
		• The RTO must disclose to the student the name and contact details of any third party that will provide training and/or assessment, and related educational and support services to the student on the RTO's behalf.	
Educational and support services	• Learners in this cohort are school students in Years 11 to 12. The RTO will schedule supervised training and assessment sessions based on the timetable. Students may negotiate support in addition to scheduled hours to develop the required skills and knowledge. • Unmet educational needs of young persons aged 10-17 in the juvenile justice system – school RTOs within youth detention centres may deliver training and assessment to these students even if not in detention. **The RTO delivers services to students in the juvenile justice system.** ☐ Yes ☑ No	☑ Yes ☐ No
Early termination of program	In the event that the RTO loses suitably qualified trainers and assessors and is unable to deliver this program: • students will be issued with a Statement of Attainment for any successfully completed units of competency • any fees paid toward the program will be refunded on a pro rata basis.	☑ Yes ☐ No
	The RTO has provided students with information in print or electronically concerning arrangements in the event of early termination of the program. ☑ Yes ☐ No	☑ Yes ☐ No
Transition	This qualification's status on TGA is current at the time of this strategy's expected start date. If this qualification is superseded with a new version before the end of the expected duration of the program, then: • if practical, students will complete training and assessment and receive any appropriate certificates in the old qualification within 12 months of the release of the new version • if this is not practical, students will transition to the new qualification within 12 months and complete their training and assessment in the new version within the expected duration of the program. Credit will be arranged for units completed and deemed as equivalent.	☑ Yes ☐ No

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1.4 Certification

Requirement	Pre-enrolment information	Confirmed by RTOM
Certificates and Statements of Attainment	If a student is assessed as meeting the requirements of the qualification, and all agreed fees the student owes to the RTO have been paid, then within 30 calendar days* of all conditions being met: • an **AQF certificate and record of results** will be issued if the qualification in which the learner is enrolled is complete • a **Statement of Attainment** will be issued if the qualification in which the learner is enrolled is partially complete. * unless there is a written agreement with students and parents that the RTO will issue certification on exit or request	☑ Yes ☐ No
Unique Student Identifier (USI)	• The school RTO will not issue an AQF certificate, record of results or Statement of Attainment to a student without having a verified USI for that individual. • The consequences of not providing the RTO with a USI have been explained to the student. • Each student's USI will be recorded by the RTO in SLIMS or Student Management and reported to QCAA in the same year that the certification was issued.	☑ Yes ☐ No
	A student may access their training records and results (transcript) using their online USI account. For more information, see http://usi.gov.au/Students/pages/default.aspx	☑ Yes ☐ No
Credit arrangements	**Transitioning from an old version to a new version of a training product** If the National Register (training.gov.au) deems a superseded unit of competency to be equivalent to its replacement, students may claim credit for a successfully completed superseded unit.	☑ Yes ☐ No
	If a student already holds a unit of competency If a student has a Statement of Attainment for a unit of competency and it has the same code as a unit of competency making up this program, the student may make a claim for a credit transfer.	☑ Yes ☐ No
Recognition of prior learning (RPL) arrangements	Students may request recognition of prior learning (RPL) assessment. Students are advised of the opportunity to apply for RPL and, if requested, will be provided with an RPL document allowing them to provide verifiable details of prior learning. The evidence will be assessed for currency and against requirements of the units of competency, and an amended program strategy will be prepared, taking into account the student's prior learning.	☑ Yes ☐ No
	The RTO has advised students in print or electronically of RPL arrangements. ☑ Yes ☐ No	☑ Yes ☐ No

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1.4   Certification

Requirement	Pre-enrolment information		Confirmed by RTOM
Reissuing of Certificates and Statements of Attainment	The RTO maintains an auditable-quality register of all AQF qualifications (including Statements of Attainment) issued and authorised to issue. The register contains sufficient information to identify correctly the holder of the qualification, the AQF qualification by its full title, and date of issue/award/ conferral.	The Standards require compliance with the AQF Register and Issuance policies. All RTOs will: - maintain an auditable-quality register of AQF qualifications issued (including Statements of Attainment) containing sufficient information to identify correctly the holder of the qualification the AQF qualification by its full title date of issue/award/conferral - have a policy that permits replacement of certification documentation - be responsible for authentication and verification of any replacement certification documentation. See www.aqf.edu.au/aqf-policies.	☑ Yes ☐ No
	The RTO has a policy that permits the replacement of certification documentation and maintains responsibility for authentication and verification of any replacement certification documentation.		
	The RTO has advised students either in print or electronically about arrangements and fees related to obtaining replacement AQF certification. ☑ Yes ☐ No - Gympie State High School provides replacement copies of issued VET certificates and statements of attainment. - To protect people's privacy, copies can only be provided to the person named on the certificate. - Fees are $7.50 for each copy. The issuance and replacement policy and procedure may be accessed via the publicly accessible school RTO website. For more information, see: - https://gympieshs.eq.edu.au/Curriculum/Vocationaleducation/ Pages/Vocationaleducation.aspx		☑ Yes ☐ No

1.5   Reporting

Requirement	Pre-enrolment information	Confirmed by RTOM
Recording results	- Evidence-gathering tools are used to make decisions about a student's progress toward competency. - The interim outcome descriptors of 'Satisfactory' or 'Unsatisfactory' will be used on students' projects and evidence documents. - Students may continue to submit evidence until they exit the program or the end of the program's duration period. - Assessor may determine final outcomes for units of competency at any time, but only after sufficient valid evidence has been gathered and	☑ Yes ☐ No

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1.5 Reporting

Requirement	Pre-enrolment information	Confirmed by RTOM
	assessed and any pre-requisite units have been successfully completed. • RTO management will record final outcomes (usually using the descriptors Competent, Not Competent, Credit Transfer, Superseded or Withdrawn) in Student Management software approved by QCAA. • All final outcomes must be entered into a QCAA approved software program before the end of the last term of the VET program or immediately after a student exits the program. • RTO management reports student enrolment data to QCAA within the first term of the student's commencement of the VET program.	
Student profiles	• Student profiles are updated by the assessor and are accessible to students on request. • Assessors update the profile to confirm an individual student's submission of evidence and record interim and final outcomes. • RTO management uses final outcomes recorded in student profiles to update the approved Student Management System.	☑ Yes ☐ No
Projects and evidence-gathering instruments	• All assessment activities, including projects and evidence-gathering tools, are identified by a code and listed in this document. • A mapping document provides evidence of how assessment activities, projects and evidence-gathering tools meet the requirements for each unit of competency.	☑ Yes ☐ No
Data privacy and reporting	**The RTO has provided students with information in print or electronically concerning privacy, use of personal data and reporting.** ☑ Yes ☐ No • students are informed that personal information will be collected and reported on their behalf • student declarations and consent of the RTO's privacy notice are retained (for 2018 only)	☑ Yes ☐ No
Use of personal email address	**The RTO has provided students with information in print or electronically concerning use of personal email addresses on assessment materials and evidence.** ☑ Yes ☐ No • Agreed email addresses provide the same acknowledgment as a signature • The RTO has recorded students' and assessors' email addresses	☑ Yes ☐ No
Complaints	**The RTO has advised students either in print or electronically that complaints received by the RTO will be acknowledged in writing and finalised as soon as practicable.** ☑ Yes ☐ No • A complaint may be involving the conduct of the RTO's officers, students or third-party service providers of the RTO. • Any RTO officer may receive a complaint verbally, in writing or electronically	☑ Yes ☐ No
Appeals	**The RTO has advised students either in print or electronically that all appeals received by the RTO will be acknowledged in writing and finalised as soon as practicable.** ☑ Yes ☐ No • There are two types of appeals that can be lodged:	☑ Yes ☐ No

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1.5 Reporting

Requirement	Pre-enrolment information	Confirmed by RTOM
	appeal of final assessment decision appeal of any other RTO decision. • Appeals must be submitted to the RTO in writing using the RTO's appeal form.	
Publicly availability	The complaints and appeals policy and procedure may be accessed via the publicly accessible school RTO website. For more information, see: https://gympieshs.eq.edu.au/Curriculum/Vocationaleducation/Pages/Vocationaleducation.aspx	☑ Yes ☐ No

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Section 2   Core and elective components

Relevant Standards: 1.1, 1.2, 1.4, 1.7, 1.8(a), 1.12, 3.5, Schedule 5

Note: A prerequisite unit may be delivered through an integrated approach with the secondary unit — it does not have to be fully completed before starting the secondary unit. However, to satisfy formal requirements, the prerequisite unit must be signed off prior to the secondary unit.

2.1 Core and elective units being offered		
Enter the unit code and title Hyperlink to unit on TGA is recommended	**Unit type**	**Pre-requisite unit required?**
BSBSUS201 Participate in environmentally sustainable work practices http://training.gov.au/Training/Details/BSBSUS201	Core Unit	☐
BSBWHS201 Contribute to health and safety of self and others http://training.gov.au/Training/Details/BSBWHS201	Core Unit	☐
ICTICT201 Use computer operating systems and hardware http://training.gov.au/Training/Details/ICTICT201	Core Unit	☐
ICTICT202 Work and communicate effectively in an IT environment http://training.gov.au/Training/Details/ICTICT202	Core Unit	☐
ICTICT203 Operate application software packages http://training.gov.au/Training/Details/ICTICT203	Core Unit	☐
ICTICT204 Operate a digital media technology package http://training.gov.au/Training/Details/ICTICT204	Core Unit	☐
ICTICT205 Design basic organisational documents using computing packages http://training.gov.au/Training/Details/ICTICT205	Listed Elective	☐
ICTICT206 Install software applications http://training.gov.au/Training/Details/ICTICT206	Listed Elective	☐
ICTICT211 Identify and use basic current industry-specific technologies http://training.gov.au/Training/Details/ICTICT211	Listed Elective	☐
ICTSAS201 Maintain inventories for equipment, software and documentation http://training.gov.au/Training/Details/ICTSAS201	Listed Elective	☐
ICTSAS202 Apply problem solving techniques to routine ICT malfunctions http://training.gov.au/Training/Details/ICTSAS202	Listed Elective	☐
ICTSAS203 Connect hardware peripherals http://training.gov.au/Training/Details/ICTSAS203	Listed Elective	☐
ICTSAS206 Detect and protect from spam and destructive software http://training.gov.au/Training/Details/ICTSAS206	Listed Elective	☐
ICTWEB201 Use social media tools for collaboration and engagement http://training.gov.au/Training/Details/ICTWEB201	Core Unit	☐

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2.2 Optional units and flexibility

Some of the units listed appear in other qualifications delivered by this RTO.

BSBSUS201 Participate in environmentally sustainable practices is currently delivered in BSB20115 Certificate II in Business and BSB30415 Certificate III in Business Administration. This unit will be delivered in context by each trainer. The first assessor to complete the unit will record a result of Competent, and the other assessor/s will record a result of Credit Transfer.

BSBWHS201 Contribute to health and safety of self and others is currently delivered in BSB10115 Certificate I in Business, BSB20115 Certificate II in Business and BSB30415 Certificate III in Business Administration. This unit will be delivered in context by each trainer. The first assessor to complete the unit will record a result of Competent, and the other assessor/s will record a result of Credit Transfer.

ICTICT204 Operate a digital media technology package is currently delivered in CUA20215 Certificate II in Creative Industries. This unit will delivered in context by each trainer. The first assessor to complete the unit will record a result of Competent, and the other assessor/s will record a result of Credit Transfer.

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Section 3   Program assessment details

Relevant Standards: 1.1, 1.2, 1.3(c), 1.8, 2.1, 2.2, 5.2

3.1   Program details

3.1 Program details					
Project 1	**C2TPRO1 – Work safe, work smart** T:\Information_Technology\VET\ICT20115\C2TPRO1				
Estimated duration	Term 1, 10 weeks	**Outcome type**	☐ Interim ☑ Final	**Assessment tools mapped in** **C2TMAP**	☑ Yes ☐ No
Assessment activity		**Unit/s for which partial or complete evidence will be gathered**		**Evidence-gathering tools used**	**Tool code**
Working safely in an IT office environment A project based on identifying key personnel, policies and procedures required to work in a manner that is healthy and safe in relation to self and others and to respond to emergency incidents. It covers following work health and safety (WHS) and emergency procedures and instructions, implementing WHS requirements and participating in WHS consultative processes. Completion of the project requires the student to create a student-friendly WH&S manual.		**BSBWHS201** Contribute to health and safety of self and others **ICTICT205** Design basic organisational documents using computing packages		Observation checklist	☑	C2TOBS1
				Questions checklist	☑	C2TQUES1
				Review of product/service against specifications	☐	
				Review folio of work against specifications	☑	C2TFOLIO1
				Third party report	☐	
				Safety induction checklist	☐	
Project 2	**C2TPRO2 – A sustainable workplace** T:\Information_Technology\VET\ICT20115\C2TPRO2				
Estimated duration	Term 2, 10 weeks	**Outcome type**	☐ Interim ☑ Final	**Assessment tools mapped in** **C2TMAP**	☑ Yes ☐ No
Assessment activity		**Unit/s for which partial or complete evidence will be gathered**		**Evidence-gathering tools used**	**Tool code**
A sustainable workplace		**BSBSUS021** Participate in environmentally sustainable		Observation checklist	☑	C2TOBS2

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A project based on determining current resource use and carry out improvements, including reducing the negative environmental impact of work practices. Students develop two inventory systems recording details of the school's printer fleet and throughput, and workstation software and licences. Students used data gathered to identify environmental impact associated with laser printing technology and hazards linked to working with this technology.	work practices **ICSTSAS201** Maintain inventories for equipment, software and documentation	Questions checklist	☐	
		Review of product/service against specifications	☐	
		Review folio of work against specifications	☑	*C2TFOLIO2*
		Third party report	☐	
		Safety induction checklist	☐	

Project 3	**C2TPRO3 – Microsoft Office in the office** T:\Information_Technology\VET\ICT20115\C2TPRO3			

Estimated duration	Term 3, 10 weeks	**Outcome type**	☐ Interim ☑ Final	**Assessment tools mapped in C2TMAP**	☑ Yes ☐ No

Assessment activity	**Unit/s for which partial or complete evidence will be gathered**	**Evidence-gathering tools used**		**Tool code**
Microsoft Office in the office A project involving the creation of word processor templates that access data from spreadsheets to produce merged documents. Create business presentation with presentation software using output of the merged templates.	**ICTICT203** Operate application software packages	Observation checklist	☑	*C2TOBS3*
		Questions checklist	☐	
		Review of product/service against specifications	☐	
		Review folio of work against specifications	☑	*C2TFOLIO3*
		Third party report	☐	
		Safety induction checklist	☐	

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3.1 Program details

Project 4	**C2TPRO4 – Print, print, people** T:\Information_Technology\VET\ICT20115\C2TPRO4					

Estimated duration	Term 4, 8 weeks	**Outcome type**	☐ Interim ☑ Final	**Assessment tools mapped in C2TMAP**	☑ Yes ☐ No	

Assessment activity	**Unit/s for which partial or complete evidence will be gathered**	**Evidence-gathering tools used**		**Tool code**
Print, print, people A project involving receiving and responding to ICT requests in the workplace. Identify problems and develop potential solutions in relation to printing issues in the workplace. Students also investigate workplace HR and ICT policies and procedures and respond to a series of questions presented in the context of specific ICT problems.	**ICTICT202** Work and communicate effectively in an ICT environment **ICTSAS202** Apply problem-solving techniques to routine ICT malfunctions	Observation checklist	☑	*C2TOBS4*
		Questions checklist	☑	*C2TQUES4*
		Review of product/service against specifications	☐	
		Review folio of work against specifications	☑	*C2TFOLIO4*
		Third party report	☐	
		Safety induction checklist	☐	

Project 5	**C2TPRO5 – Viruses, malware and Trojans** T:\Information_Technology\VET\ICT20115\C2TPRO5					

Estimated duration	Term 1, 10 weeks	**Outcome type**	☐ Interim ☑ Final	**Assessment tools mapped in C2TMAP**	☑ Yes ☐ No	

Assessment activity	**Unit/s for which partial or complete evidence will be gathered**	**Evidence-gathering tools used**		**Tool code**
Viruses, malware and Trojans A project involving selecting and upgrading software based on level of risk identified with older programs' lack of functionality and/or vulnerability to malware.	**ICTICT206** Install software applications **ICTSAS206** Detect and protect from spam and destructive software	Observation checklist	☑	*C2TOBS5*
		Questions checklist	☑	*C2TQUES5*
		Review of product/service against specifications	☐	

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3.1 Program details

Students identify and describe a range of parameters relating to the IT systems, services and procurement used by the organisation. Determine suitable anti-virus software and configure for use.		Review folio of work against specifications	☑	*C2TFOLIO5*
		Third party report	☐	
		Safety induction checklist	☐	

Project 6	**C2TPRO6 – Presenting OneNote and OneDrive** T:\Information_Technology\VET\ICT20115\C2TPRO6			

Estimated duration	Term 2, 10 weeks	**Outcome type**	☐ Interim ☑ Final	**Assessment tools mapped in C2TMAP**	☑ Yes ☐ No

Assessment activity	**Unit/s for which partial or complete evidence will be gathered**	**Evidence-gathering tools used**		**Tool code**
Presenting OneNote and OneDrive A project involving research into the use of cloud-based storage and Learning Management Systems in the education sector. The project will involve the acquisition, manipulation and storage of digital media assets.	**ICTICT204** Operate a digital media technology package **ICTICT211** Identify and use basic current industry specific technologies	Observation checklist	☑	*C2TOBS6*
		Questions checklist	☐	
		Review of product/service against specifications	☐	
		Review folio of work against specifications	☑	*C2TFOLIO6*
		Third party report	☐	
		Safety induction checklist	☐	

Project 7	**C2TPRO7 – Social media** T:\Information_Technology\VET\ICT20115\C2TPRO7			

Estimated duration	Term 3, 10 weeks	**Outcome type**	☐ Interim ☑ Final	**Assessment tools mapped in C2TMAP**	☑ Yes ☐ No

Assessment activity	**Unit/s for which partial or complete evidence will be gathered**	**Evidence-gathering tools used**		**Tool code**
Social Media	**ICTWEB201** Use social media tools for collaboration and	Observation checklist	☑	*C2TOBS7*

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3.1	**Program details**			

A project involving research into the use of social media to promote a new business franchise.	engagement	Questions checklist	☐	
		Review of product/service against specifications	☐	
		Review folio of work against specifications	☑	*C2TFOLIO7*
		Third party report	☐	
		Safety induction checklist	☐	

Project 8	**C2TPRO8 – Fine-tuning your IT environment** **T:\Information_Technology\VET\ICT20115\C2TPRO8**			
Estimated duration	Term 4, 6 weeks	**Outcome type**	☐ Interim ☑ Final	**Assessment tools mapped in C2TMAP**	☑ Yes ☐ No

Assessment activity	**Unit/s for which partial or complete evidence will be gathered**	**Evidence-gathering tools used**		**Tool code**
Fine tuning your IT environment A project involving setting up a laptop to operate according to organisational and environment requirements, connecting a printer and/or scanner and updating drivers.	**ICTICT201** Use computer operating systems and hardware **ICTSAS203** Connect hardware peripherals	Observation checklist	☑	*C2TOBS8*
		Questions checklist	☑	*C2TQUES8*
		Review of product/service against specifications	☐	
		Review folio of work against specifications	☐	
		Third party report	☐	
		Safety induction checklist	☐	

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Section 4   Work experience

Relevant Standards: 1.1, 1.5, 1.6(a), 1.8, 2.1, 5.2, 8.5

4.1 Work experience arrangements			
On what basis is work experience provided?		**For all employers providing work experience relevant to this qualification:**	
Not provided (go to Section 5)	☐	Written agreements are in place.	☐
VET program/course requirement	☐	Realistic workplace experience	☐
RTO requirement	☐	Third party report included in Section 3.4	☐
Student wants work experience	☐	Student information in Section 1 of TAS is accurate.	☐
Optional	☑		
File location of work experience agreements	T:\Industry Liaison - Kerry\Students Work Experience Forms		

4.2 Register of employers with written agreements in place	
Enter name and location of each business, company or industry providing work experience	
e.g. Robert Tsu Smallgoods, Brisbane	*e.g. Fast Eats Cafe, Paddington*

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