STUDENT GUIDE

Information Technology
Industry Curriculum Framework

Statement of Attainment towards Certificate III in Information Technology (ICA30105)
Information and Communications Technology Training Package (ICA05)
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Students: Please Note

You must read this booklet in conjunction with other information supplied by the school

Acronyms used in this document
VET – Vocational Education and Training

HSC – Higher School Certificate
Credential issued by the New South Wales Board of Studies at the completion of year 12

RTO – Registered Training Organisation
Training institution that has been accredited under Australian Quality Training Framework standards to deliver and issue nationally accredited vocational qualifications.

AQF – Australian Qualifications Framework
National framework for nationally recognised Qualifications

ATAR – Australian Tertiary Admission Index
A numerical measure that is calculated from HSC results that is used by the University sector to rank students who wish to enter a university course straight after they have completed their HSC.

RPL – Recognition of Prior Learning
Formal recognition of studies completed with another training institution or through life/work experience.

BOS – Board of Studies
Introduction

What is a Vocational Education and Training (VET) course?
VET courses give senior secondary school students the opportunity to study a VET course at School, TAFE NSW or through a Private RTO while completing the HSC. This allows school students to gain credentials from both the NSW Board of Studies in terms of the HSC, and from an RTO, in terms of a nationally recognised qualification. Students must therefore be assessed under conditions satisfying both the Board of Studies and the RTO.

Students can study a VET course in the Preliminary year (year 11), HSC year (year 12), or both. Students may also study as many VET courses as they wish for the HSC within BOS guidelines.

The nationally recognised qualification varies from course to course, in some areas it may be Certificate I, most common is Certificate II or Statement of Attainment towards Certificates II or III.

Students may also have the opportunity to complete a School Based Traineeship or Apprenticeship as part of their HSC. This combines paid work with a structured VET training program that forms part of the HSC program of study. Further information can be viewed at: www.sbatinnsw.info/

HSC Requirements for VET Courses including Workplacement
VET courses require adherence to two sets of rules.

1. For the HSC qualification, students have to satisfactorily meet the following BOS requirements:-
   - followed the course developed or endorsed by the Board of Studies
   - 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
   - made a genuine effort at assessment tasks
   - completed the specified mandatory workplacement component

2. For the AQF qualification students must complete and be deemed competent in the Units of Competency.

It is possible that a student can achieve recognition of one qualification without the other e.g. not to be assessed as competent but still satisfy HSC requirements and have the course appear on their HSC.

As with all HSC courses warning letters will be issued to students who fail to submit assessment tasks or who are not applying themselves to course outcomes. This process may then lead to an “N” determination for this subject which may prevent the achievement of the HSC.

Mandatory workplacement meets part of the assessment criteria for the course and is structured learning out of school in the workplace.

As the workplacement is a compulsory part of the course, students who do not complete the workplacement will not have the course recognised by the Board of Studies. This could affect the HSC outcome.
The minimum required hours of workplacement are 35 hrs for each 120 hour course or 70 hrs over a 2 year course. In general, required hours are equal to one week for each 120 hours of the course.

To participate in workplacement, students will be supported by their teacher in the preparation for the placement.

Students must:
- complete the required work readiness program and demonstrate a thorough understanding of all aspects
- have their Student Placement Record completed by all parties - school, student, parent and employer before students can attend workplacement
- demonstrate an understanding of and appreciation for all safety requirements of the industry
- present as a reliable and responsible student at all times as outlined in course expectations

If students are working, or have recently worked, in a related casual job, that paid work may contribute to meeting some of the workplacement requirements. Students can apply for Recognition of Prior Learning. (Form E: RPL for Workplacement).

Workplacement is organised through a Local Community Partnership set up to coordinate the placement of students into the workplace. Teachers will provide details of workplacement arrangements. **For insurance reasons please note that students on workplacement must not be paid.**

Industry Curriculum Framework courses have an optional HSC examination. To be eligible to sit this exam students must complete the 240hr course eg 2units X 2 years. Results of this examination may be used in the calculation of Australian Tertiary Admission Index (ATAR) as a Category B. (Only one VET course can be used in the calculation of the ATAR.)

**Characteristics of AQF Qualifications**

The various titles of AQF VET qualifications reflect levels of performance and degrees of responsibility in a workplace context. The level of a qualification thus provides an indication of the standard of achievement expected, which is comparable across industries and provides a context for assessment.

Industry curriculum frameworks relate to VET Certificates I to III. Brief descriptions of Certificates I, II and III, adapted from the *Australian Qualifications Framework Implementation Handbook*, are provided on the next page.

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<table>
<thead>
<tr>
<th>AQF DESCRIPTORS</th>
<th>Certificate I</th>
<th>Certificate II</th>
<th>Certificate III</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Qualification Characteristics</strong></td>
<td><strong>Knowledge</strong></td>
<td><strong>Skills</strong></td>
<td><strong>Problem solving</strong></td>
</tr>
<tr>
<td>As needed for defined range of activities</td>
<td>Basic use of tools/equipment</td>
<td>Solutions are pre-ordained by others</td>
<td>Provide technical advice to solve problems in known routines</td>
</tr>
<tr>
<td><strong>Information processing capabilities</strong></td>
<td>Receive and recall</td>
<td>Assess and record</td>
<td>Interpret</td>
</tr>
<tr>
<td><strong>Scope of activities</strong></td>
<td>Routine tasks</td>
<td>Known routines and functions, some non-routine</td>
<td>Range of skilled operations and activities</td>
</tr>
<tr>
<td><strong>Characteristics</strong></td>
<td>Certificate I</td>
<td>Certificate II</td>
<td>Certificate III</td>
</tr>
<tr>
<td><strong>Operational environment</strong></td>
<td>Narrow, pre-defined, includes pre-vocational/induction</td>
<td>Defined range of contexts</td>
<td>Variety of contexts within known operational environment</td>
</tr>
<tr>
<td><strong>Discretion/judgment</strong></td>
<td>Activities are directed</td>
<td>Limited choice and complexity of actions/options</td>
<td>More extensive choice and complexity of options/activities</td>
</tr>
<tr>
<td><strong>Self responsibility/accountability</strong></td>
<td>For own work and quality input to team</td>
<td>For own work and quality outcomes</td>
<td>For own work, quality outcomes and time management</td>
</tr>
<tr>
<td><strong>For others: responsibility/accountability</strong></td>
<td>Nil</td>
<td>For own input into team outcomes</td>
<td>Limited responsibility for others – coordinate team</td>
</tr>
</tbody>
</table>
Course Information, including content and vocational outcomes

Training Package Qualifications

The Information Technology Curriculum Framework is based on the national Information and Communications Technology Training Package (ICA05).

The Information and Communications Technology Training Package incorporates six nationally recognised qualification levels ranging from AQF Certificate I in Information Technology to an Advanced Diploma of Information Technology.

AQF VET Qualifications available in the Information Technology Curriculum Framework

The AQF VET Qualifications available in the Information Technology Curriculum Framework are listed in Table 1 below.

A Statement of Attainment will be issued for achievement of single or multiple units of competency. At a later date, a person can undertake further skill development or training and be assessed against additional competencies until they have achieved all the competencies required for an AQF VET qualification. Registered Training Organisations must recognise and give credit for the competencies recorded on a Statement of Attainment.

Table 1

<table>
<thead>
<tr>
<th>National code</th>
<th>Qualification name</th>
<th>Certificate</th>
<th>Statement of Attainment</th>
</tr>
</thead>
<tbody>
<tr>
<td>ICA10105</td>
<td>Certificate I in Information Technology</td>
<td></td>
<td></td>
</tr>
<tr>
<td>ICA20105</td>
<td>Certificate II in Information Technology</td>
<td>✓</td>
<td>✓</td>
</tr>
<tr>
<td>ICA30105</td>
<td>Certificate III in Information Technology</td>
<td>✓</td>
<td>✓</td>
</tr>
<tr>
<td>ICA40105</td>
<td>Certificate IV in Information Technology (General)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>ICA40205</td>
<td>Certificate IV in Information Technology (Support)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>ICA40305</td>
<td>Certificate IV in Information Technology (Websites)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>ICA40405</td>
<td>Certificate IV in Information Technology (Networking)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>ICA40505</td>
<td>Certificate IV in Information Technology (Programming)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>ICA40605</td>
<td>Certificate IV in Information Technology (Testing)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>ICA40705</td>
<td>Certificate IV in Information Technology (Systems Analysis and Design)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>ICA40805</td>
<td>Certificate IV in Information Technology (Multimedia)</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
Courses within the Information Technology Curriculum Framework

An industry curriculum framework describes the units of competency that have been identified as being suitable for the purposes of the Higher School Certificate. Units of competency in the Information Technology Curriculum Framework are detailed in Table 2.

The Information Technology Curriculum Framework includes the following courses:
- Information Technology (120 indicative hours) OR
- Information Technology (240 indicative hours) AND
- Information Technology Specialisation Study (60 or 120 or 190 or 240 indicative hours).

The maximum number of Preliminary and/or HSC units available from this framework is eight units.

Compulsory units of competency are those that all students must attempt in their study of the HSC course (refer to Table 2). Core units of competency are those required by the Information and Communications Technology Training Package for a student to be eligible for the vocational qualification.
Prerequisites within the Information and Communications Technology Training Package (ICA05)

The following advice is contained in the Information and Communications Technology Training Package (ICA05)²:

The nature of some ICT ‘technical’ units and qualifications in ICA05 are such that it would be unrealistic to expect an individual to even commence learning, let alone be successful in the subject unit, without some preexisting knowledge and skills. Many of the qualifications therefore show two types of prerequisites:

- those that are relevant to every qualification from Certificate III upwards (core units from Certificate II in Information Technology); and
- those that are ‘unit-specific’.

The competencies in ICA05 may be attained in a number of ways including through:

- formal or informal education and training
- experiences in the workplace
- general life experience, and/or
- any combination of the above.

The following units of competency are prerequisites for all qualifications at Certificate III in Information Technology and above as they contain the basic fundamentals of ICT ‘foundation’ knowledge and skills:

- BSBCM106A Follow workplace safety procedures
- ICAU1128A Operate a personal computer
- ICAD2012A Design organisational documents using computing packages
- ICAU2005A Operate computer hardware
- ICAU2006A Operate computing packages
- ICAU2013A Integrate commercial computing packages
- ICAU2231A Use computer operating system
- ICAW2001A Work effectively in an IT environment
- ICAW2002A Communicate in the workplace

Students must achieve these units of competency prior to commencing higher-level qualifications (ie Certificate III upwards).

Students must achieve a unit-specific prerequisite prior to attempting the higher order unit of competency.

Information Technology (120 indicative hours)


² DEST, 2005, Information and Communications Technology Training Package (ICA05) Volume 1 Section 1.4 pp 1-41, 1-47 Section 1.5 pp 1-121.
Information Technology (240 indicative hours)

Purpose
The purpose of this course is to provide students with the opportunity to gain knowledge and skills to enable the individual to be an effective ICT user and/or employee.

Course structure
This course comprises 9 compulsory units of competency and an elective pool with 36 elective units of competency.

240 indicative hour courses are accredited for a total of four units at the Preliminary and/or HSC level.

Course requirements
- Students must attempt ALL of the compulsory units of competency.
- Students must complete a minimum of 70 hours of mandatory work placement.

An external written Higher School Certificate examination will be conducted for this course. This examination is optional. In the year they will complete the course, students will specify whether or not they choose to undertake the external written examination.

Qualifications
To receive AQF VET qualifications, students must meet the assessment requirements of the Information and Communications Technology Training Package (ICA05). A qualified assessor must conduct the assessment.

In Northern Sydney Region, the possible qualification outcome is:
- Statement of Attainment towards Certificate III in Information Technology (ICA30105)

Table 2  Information Technology (240 indicative hours)

<table>
<thead>
<tr>
<th>Unit code</th>
<th>Unit title</th>
<th>Unit-specific prerequisite</th>
<th>HSC indicative hours of credit</th>
</tr>
</thead>
<tbody>
<tr>
<td>ICAD3218B</td>
<td>Create user documentation</td>
<td>–</td>
<td>20</td>
</tr>
<tr>
<td>ICAI3020B</td>
<td>Install and optimise operating system software</td>
<td>–</td>
<td>20</td>
</tr>
<tr>
<td>ICAS3031B</td>
<td>Provide advice to clients</td>
<td>–</td>
<td>30</td>
</tr>
<tr>
<td>ICAS3234B</td>
<td>Care for computer hardware</td>
<td>–</td>
<td>20</td>
</tr>
<tr>
<td>ICAT3025B</td>
<td>Run standard diagnostic tests</td>
<td>–</td>
<td>10</td>
</tr>
<tr>
<td>ICAU1128B</td>
<td>Operate a personal computer *</td>
<td>–</td>
<td>5</td>
</tr>
<tr>
<td>ICAU2231B</td>
<td>Use computer operating system *</td>
<td>ICAU1128B</td>
<td>15</td>
</tr>
<tr>
<td>ICAU3004B</td>
<td>Apply occupational health and safety procedures</td>
<td>–</td>
<td>20</td>
</tr>
<tr>
<td>ICAW2001B</td>
<td>Work effectively in an IT environment *</td>
<td>–</td>
<td>20</td>
</tr>
</tbody>
</table>

Total compulsory hours 160
### Table 3  Elective pool

<table>
<thead>
<tr>
<th>Unit code</th>
<th>Unit title</th>
<th>Unit-specific prerequisite/s</th>
<th>HSC indicative hours of credit</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Build</strong></td>
<td><strong>ICAB3018B</strong></td>
<td>Develop macros and templates for clients using standard products</td>
<td>ICAU3126B #</td>
</tr>
<tr>
<td><strong>ICAB4135B</strong></td>
<td>Create a simple mark-up language document to specification #</td>
<td>–</td>
<td>20</td>
</tr>
<tr>
<td><strong>ICAB4169B</strong></td>
<td>Use development software and IT tools to build a basic website #</td>
<td>–</td>
<td>20</td>
</tr>
<tr>
<td><strong>ICAB4225B</strong></td>
<td>Automate processes #</td>
<td>–</td>
<td>40</td>
</tr>
<tr>
<td><strong>Documentation</strong></td>
<td><strong>ICAD2012B</strong></td>
<td>Design organisational documents using computing packages *</td>
<td>ICAU1128B</td>
</tr>
<tr>
<td><strong>ICAD4190B</strong></td>
<td>Maintain information standards #</td>
<td>ICAD4217B</td>
<td>20</td>
</tr>
<tr>
<td><strong>ICAD4217B</strong></td>
<td>Create technical documentation #</td>
<td>–</td>
<td>20</td>
</tr>
<tr>
<td><strong>Implement</strong></td>
<td><strong>ICAI3021B</strong></td>
<td>Connect internal hardware components</td>
<td>–</td>
</tr>
<tr>
<td><strong>ICAI3101B</strong></td>
<td>Install and manage network protocols</td>
<td>–</td>
<td>30</td>
</tr>
<tr>
<td><strong>ICAI3110C</strong></td>
<td>Implement system software changes</td>
<td>ICAI3020B</td>
<td>20</td>
</tr>
<tr>
<td><strong>ICAI4029C</strong></td>
<td>Install network hardware to a network #</td>
<td>–</td>
<td>40</td>
</tr>
<tr>
<td><strong>ICAI4030B</strong></td>
<td>Install software to networked computers #</td>
<td>–</td>
<td>40</td>
</tr>
<tr>
<td><strong>ICAI4097C</strong></td>
<td>Install and configure a network #</td>
<td>ICAI3101B</td>
<td>40</td>
</tr>
<tr>
<td><strong>Support</strong></td>
<td><strong>ICAS3024B</strong></td>
<td>Provide basic system administration</td>
<td>–</td>
</tr>
<tr>
<td><strong>ICAS3032B</strong></td>
<td>Provide network systems administration</td>
<td>ICAI3101B ICAS3024B</td>
<td>20</td>
</tr>
<tr>
<td><strong>ICAS3034B</strong></td>
<td>Determine and action network problems</td>
<td>ICAS3024B ICAT3025B</td>
<td>20</td>
</tr>
<tr>
<td><strong>ICAS3115B</strong></td>
<td>Maintain equipment and software in working order</td>
<td>–</td>
<td>20</td>
</tr>
<tr>
<td><strong>ICAS3120C</strong></td>
<td>Configure and administer a network operating system</td>
<td>ICAI3020B ICAS3032B</td>
<td>30</td>
</tr>
</tbody>
</table>

* These units of competency only contribute to Certificate III and above. Students must have met the entry requirements for Certificate III prior to attempting these units.
* These units of competency or demonstrated equivalence are required for entry into Certificate III in Information Technology.
<table>
<thead>
<tr>
<th>Unit code</th>
<th>Unit title</th>
<th>Unit-specific prerequisite/s</th>
<th>HSC indicative hours of credit</th>
</tr>
</thead>
<tbody>
<tr>
<td>ICAS3121B</td>
<td>Administer network peripherals</td>
<td></td>
<td>20</td>
</tr>
<tr>
<td>ICAS4108B</td>
<td>Complete database back-up and recovery</td>
<td></td>
<td>20</td>
</tr>
<tr>
<td>ICAS4127B</td>
<td>Support system software #</td>
<td>ICAI3020B</td>
<td>20</td>
</tr>
<tr>
<td>ICAS4134C</td>
<td>Provide first-level remote help desk support #</td>
<td>ICAS3031B</td>
<td>30</td>
</tr>
<tr>
<td>ICAS4191B</td>
<td>Maintain website performance #</td>
<td></td>
<td>20</td>
</tr>
<tr>
<td>ICAS4201B</td>
<td>Transfer content to a website using commercial packages #</td>
<td></td>
<td>20</td>
</tr>
<tr>
<td>ICAT4185B</td>
<td>Create a website testing procedure #</td>
<td></td>
<td>20</td>
</tr>
<tr>
<td>ICAU2005B</td>
<td>Operate computer hardware *</td>
<td>ICAU1128B</td>
<td>5</td>
</tr>
<tr>
<td>ICAU2006B</td>
<td>Operate computing packages *</td>
<td></td>
<td>5</td>
</tr>
<tr>
<td>ICAU2013B</td>
<td>Integrate commercial computing packages *</td>
<td>ICAU1128B</td>
<td>15</td>
</tr>
<tr>
<td>ICAU3019B</td>
<td>Migrate to new technology</td>
<td></td>
<td>20</td>
</tr>
<tr>
<td>ICAU3028B</td>
<td>Customise packaged software applications for clients</td>
<td>ICAU3126B</td>
<td>30</td>
</tr>
<tr>
<td>ICAU3126B</td>
<td>Use advanced features of computer applications</td>
<td></td>
<td>30</td>
</tr>
<tr>
<td>ICAU4207B</td>
<td>Apply web authoring tool to convert client data for websites #</td>
<td></td>
<td>20</td>
</tr>
<tr>
<td>ICAW2002B</td>
<td>Communicate in the workplace *</td>
<td></td>
<td>15</td>
</tr>
<tr>
<td>BSBCMN106A</td>
<td>Follow workplace safety procedures * §</td>
<td></td>
<td>0</td>
</tr>
<tr>
<td>ICPMM321B</td>
<td>Capture a digital image</td>
<td></td>
<td>30</td>
</tr>
<tr>
<td>ICTCC330A</td>
<td>Manage customer relationships</td>
<td></td>
<td>15</td>
</tr>
</tbody>
</table>

* These units of competency or demonstrated equivalence are required for entry into Certificate III in Information Technology.

§ The knowledge and skills required by BSBCMN106A *Follow workplace safety procedures* (entry requirement for Certificate III in Information Technology) have been incorporated into the HSC requirements and advice of ICAU3004B *Apply occupational health and safety procedures*. This unit should be assessed concurrently with ICAU3004B.

# These units of competency only contribute to Certificate III and above. Students must have met the entry requirements for Certificate III prior to attempting these units.
Information Technology Specialisation Study (60 or 120 or 180 or 240 indicative hours)

For details refer to:

Fees and Charges / Refunds

General:
The High School complies with the Department of Education and Training Policy regarding the payment of fees. No parent or student will be embarrassed, or discriminated against, or prevented from participating in a subject, because the payment of voluntary fees is an issue.

Students will be requested to comply with school policy to pay the appropriate voluntary general service fee, and subject to charges where applicable. Students will be informed prior to choosing subjects the required fees and students will be given payment options to comply with fee requirements as per their school policy.

Some VET courses e.g. Hospitality, will require you to wear a uniform for part or all of your classes. As VET courses are designed to train you for employment in industry, you will be expected to conform to industry standards with regard to uniform and other safety equipment. Your teacher will give you more information about uniforms and safety equipment and requirements for your particular VET course.

Materials for practical lessons can be purchased as the course progresses. Teachers will give students notice of the need to cover material costs.

You will also be required to cover the cost of travel and accommodation during your workplacement.

Students in hardship situations will be encouraged to access the Student Assistance Scheme by application to the School Principal.

Refunds:

Students will be able to apply for some or whole of the refund of any charge that has been paid to cover materials which were not expended in the practical/workplace situation. This will be determined on a school by school basis.

Policy: Please refer to the DET Subject Contributions Policy.
Assessment

In addition to the information below, please refer to your School Assessment Booklet and the Regional VET Assessment Policy.

Competency Based Assessment

The courses within Curriculum Frameworks are competency-based courses.

- In a competency based course, your performance is judged against a prescribed standard determined by industry – not against the performance of other students.

- The purpose of assessment is to judge competence on the basis your performance against the performance criteria set out under each element of competency.

- You will be judged either competent or not yet competent. There is no pass / fail. This judgement is made on the basis of evidence that may be in a variety of forms e.g. written tests, practical demonstration, portfolio or assignment. If you are judged as not yet competent then your teacher will tell you how you can improve and will negotiate another opportunity where appropriate for you to demonstrate your competence. However, schools cannot provide unlimited opportunity for reassessment.

- Competency based assessment is based on the requirements of the workplace.

- Your assessment will be fair, valid, consistent and to industry standard.

- You will receive an Australian Qualifications Framework Certificate or Statement of Attainment if you successfully demonstrate competence in the units of competency.

- Your competence can only be assessed by a qualified teacher. Wherever practicable, your teacher will gather assessment evidence of your knowledge and skills in each competency on a number of occasions and in a variety of ways.

- Assessment will be undertaken through both formative and summative assessment. **Formative assessment** refers to assessment tasks that occur regularly throughout the learning program and one of its primary objectives is to provide constructive feedback to the learner and guide their learning. **Summative assessment** requires learners to demonstrate the knowledge, skills and competencies they have learned throughout the learning program. Assessment is conducted at the end of the program.

- Students will be informed where an assessment is critical to a competency determination and must ensure they make every effort to meet the requirements of that assessment. If a student requires any adjustment to be made so that assessment of a task is possible, students should discuss this provision with their teacher.

General Appeals, Complaints and Grievances

Students have access to an appeals process. Please refer to your school’s policy for further information.
Vocational Education Training (VET) Courses are dual accredited courses. Students have the opportunity to be awarded with:

- Units towards Preliminary and HSC qualification
- Competencies which can lead to a statement of Attainment, Certificate I, II or III which is awarded under the Australian Qualifications Framework (AQF)

Students will be assessed in all areas during each VET Course.

1. AQF Assessment

All Industry Curriculum Framework Courses are assessed under national competency standards that have been determined by industry for inclusion in the framework training packages.

Competency based assessment means that students work to develop the competencies, skills and knowledge described in each Unit of Competency to be assessed as competent. A student must demonstrate to a qualified assessor that they can effectively carry out various tasks and combinations of tasks listed, to the standard required in the appropriate industry. There is no mark awarded in competency based assessment. Students are assessed as either competent or not yet competent.

**Demonstrating competence means that you can perform the task or show an understanding to the level required by the industry standards.** The units of competency achieved will be recognised on a vocational qualification.

Students will be involved in a variety of assessment tasks ranging from practical tasks to written tasks. If students are deemed not competent at that time, they will be given at least one further opportunity at an agreed time to be re assessed. There are a number of competencies that may only be offered once during the course due to their:

- OHS requirement
- Cost
- Time frame
- Supervision required
- Resource availability

Specific information about these competencies will be issued to students at the beginning of the course.

2. Higher School Certificate (HSC)

Students will be awarded units towards their Preliminary and HSC by studying a VET Course.

Some VET Courses eg Curriculum Framework Courses will allow students to include a mark from the written HSC examination which can be used in the calculation of the Australian Tertiary Admission Index (ATAR).

As with all HSC courses, Board of Studies (BOS) procedures apply to all VET Courses. (Refer to school BOS procedures)
VET courses will be listed on the HSC Certificate Record of Achievement. No mark will be listed for the **achievement of competency**, AQF qualification will be assessed by BOS separately.

For students who have undertaken the HSC examination, a scaled **examination mark** will be recorded on the HSC Certificate. **No school based assessment mark will be recorded.**

**No Assessment mark** for VET Courses is required by the BOS. An estimated examination mark for students entered for the HSC written examination must be submitted **this mark will be used only in the case of an illness/disadvantage appeal.**

The estimate mark will reflect each student’s achievement on one or more written tasks, similar in nature to the HSC examination. A trial HSC examination mark would be a suitable task.

### 3. Workplacement

Workplacement is a **mandatory HSC requirement** of curriculum framework VET courses. Appropriate hours are as follows:

- 120 hour course - a minimum of 35 hours in a workplace
- 240 hour course - a minimum of 70 hours in a workplace
- 60 hour course (extension) – a minimum of 14 hours in a workplace

Failure to comply with HSC mandatory workplace hours will mean that students have not fulfilled the BOS course requirements. Penalties will occur if, mandatory hours are not met. Learning in the workplace will enable students:

- Progress towards the achievement of industry competencies.
- Develop appropriate attitude towards work
- Learn a range of behaviours appropriate to the industry
- Practice skills acquired off the job in a classroom or workshop
- Develop additional skills and knowledge, including key competencies.

**Note:**

- **Information Technology course** may simulate 35 hours of workplacement. This must be documented and authorised by the school.
- **Entertainment Industry course** permissible for up to 50% of workplacement to be undertaken in other entertainment production environments intended for public performance, including school productions. Evidence must be documented and authorised by school.

### 4. Assessment Schedule

Information regarding mandatory assessment tasks will be set out in an assessment schedule. These tasks will be used as evidence of competency. Refer to School Assessment Booklet.

### 5. Appeals Procedure

Normal school assessment appeals procedures will apply for VET courses. Refer to School Assessment Booklet.
HSC Examination

The Higher School Certificate examination in Information Technology is optional. Only students who have completed the Information Technology (240 indicative hours) course are eligible. Students will nominate during the HSC year whether they will undertake the optional written examination. Students who choose to withdraw from the HSC examination will need to complete a withdrawal form (see appendices). Students who undertake the examination can have their mark contribute to their ATAR.

The examination is independent of the competency-based assessment undertaken during the course and has no impact on student eligibility for AQF qualifications.

HSC Examination specifications

The examination in Information Technology is a two-hour written paper. The paper is marked out of 80. The total marks gained are then converted to a final mark out of 100.

The HSC examination in Information Technology is based on a set of examinable units of competency from the Information Technology (240 indicative hours) course and the associated employability skills for Certificate II in Information Technology.

The HSC examination is based on the following components of each examinable unit of competency:
- elements of competency
- performance criteria
- range statement
- required skills and knowledge
- evidence guide, including:
  - critical aspects for assessment and evidence required to demonstrate competency in this unit
  - context of and specific resources for assessment
  - methods of assessment
- minimum prescribed learning contained in HSC requirements and advice, described as:
  - key terms and concepts, and
  - learning experiences that must be addressed for the HSC.

The examinable units of competency are:

<table>
<thead>
<tr>
<th>Unit code</th>
<th>Unit title</th>
</tr>
</thead>
<tbody>
<tr>
<td>ICAD3218B</td>
<td>Create user documentation</td>
</tr>
<tr>
<td>ICAI3020B</td>
<td>Install and optimise operating system software</td>
</tr>
<tr>
<td>ICAS3031B</td>
<td>Provide advice to clients</td>
</tr>
<tr>
<td>ICAS3234B</td>
<td>Care for computer hardware</td>
</tr>
<tr>
<td>ICAT3025B</td>
<td>Run standard diagnostic tests</td>
</tr>
<tr>
<td>ICAU2231B</td>
<td>Use computer operating system</td>
</tr>
<tr>
<td>ICAU3004B</td>
<td>Apply occupational health and safety procedures</td>
</tr>
<tr>
<td>ICAW2001B</td>
<td>Work effectively in an IT environment.</td>
</tr>
</tbody>
</table>

3 The range statement frequently uses the term ‘may include’. This has been clarified in the HSC Requirements and Advice column to specify the learning experiences that must be included for the examinable units of competency. Only the learning that is compulsory according to the Training Package and/or HSC Requirements and Advice can be examined.
Outline of HSC examination specifications

A written examination of two hours plus 5 minutes reading time.

<table>
<thead>
<tr>
<th>Section/Part</th>
<th>Marks</th>
</tr>
</thead>
<tbody>
<tr>
<td>Section I</td>
<td>15</td>
</tr>
<tr>
<td>• Objective response questions</td>
<td></td>
</tr>
<tr>
<td>Section II</td>
<td>35</td>
</tr>
<tr>
<td>• Short-answer questions</td>
<td></td>
</tr>
<tr>
<td>Section III</td>
<td>15</td>
</tr>
<tr>
<td>• One extended response question with an expected response of around four examination writing booklet pages (approximately 600 words).</td>
<td></td>
</tr>
<tr>
<td>Section IV</td>
<td>15</td>
</tr>
<tr>
<td>• One structured extended response question with an expected response of around four examination writing booklet pages (approximately 600 words) in total.</td>
<td></td>
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<tr>
<td></td>
<td>80</td>
</tr>
</tbody>
</table>

Rights and Responsibilities

You have the right to be accurately informed by being provided with:

- a course outline
- information on possible employment outcomes
- information on how, when and where assessment will take place
- information on progress within the course.

To be treated fairly by being:

- allowed equal access to a relevant and appropriate course of study;
- appropriately supported in your learning and assessment; (allowable adjustment)
- able to work, and be assessed, without discrimination;

To have competencies recognised by being:

- able to claim recognition for units of competence achieved with other training providers. (RPL)
- able to claim recognition for competencies achieved in work or life experiences. (RCC)
- given several opportunities to have competence assessed and reassessed if deemed not yet competent

To have the opportunity to evaluate the learning experience by being:

- encouraged to provide information and opinion on the effectiveness of the training and assessment provided.

If you believe your rights have not been met you should firstly discuss it with your teacher. If you are not satisfied discuss it with the Head Teacher. If still not satisfied discuss it with the school Principal. If your issue is still not resolved your Principal will provide you with the departmental complaints, grievance & allegations procedure.
Recognition of Prior Learning

If you have already completed all or part of a similar vocational course elsewhere, perhaps at TAFE or another school, your previous studies and results may be recognised. You may not have to repeat that training and assessment. However, you will need to produce sufficient evidence eg a result notice, certificate or statement of attainment from another RTO.

RPL will only be granted for competencies where you are able to demonstrate achievement of all of the learning outcomes / performance criteria for that unit of competency. You would then be exempted from undertaking the training and assessment for that unit of competency.

Unless you are able to demonstrate all the elements of a unit of competency either:

- RPL will not be granted and you must undertake the entire unit of competency even though you may be repeating some prior learning; or

- at the discretion of the school, you may be granted advanced standing for the relevant elements and undertake a structured individual learning program designed to provide you with the opportunity to achieve the elements in which you are deficient.

You may apply for recognition by filling out the Application for Recognition of Prior Learning form and attaching supporting documentation.

If through previous work or life experiences you have already developed high level skills in this course area but you have no formal qualifications, teachers may be able to recognise those skills. This is called Recognition of Current Competency.

This may mean that you will be required to complete the relevant assessment tasks only and may not have to repeat that training.

However, you will be required to demonstrate and provide sufficient evidence that you have the required knowledge and skill level to industry standard for that competency.

- Your VET Teacher will provide support, including guided access to the list of units of competence in your course

- You must compile evidence of your prior learning:
  1. records and reports from other Registered Training Organisations
  2. records of employment
  3. life skills mapped against units of competency
  4. letters of verification from employers

- Complete an RPL application form.

- Your VET teacher will decide if the evidence supports your claim for Recognition of Prior Learning

**Right of Appeal**

You can appeal against an RPL determination to the School Principal. Following review by the Principal, if you are still not satisfied, you may appeal to the Executive Office of Northern Sydney Region, Registered Training Organisation, against the RPL determination. Please refer to the Appendices section for the relevant forms.
APPENDICES

Form A: Student Assessment Appeals Form

Form B: Exam Withdrawal Form

Form C: Recognition of Prior Learning Student Checklist

Form D: Application for Recognition of Prior Learning (Course Competencies)

Form E: Application for Recognition of Prior Learning (Workplacement)

Form F: Information Technology Industry Curriculum Framework
Student Assessment Appeals Form

Name: (print) ..............................................................................................................................................

Course: .......................................................................................................................................................

Teacher: .......................................................................................................................................................

Please identify in the table below the units of competency that are the subject of the assessment appeal.

<table>
<thead>
<tr>
<th>Unit Code(s)</th>
<th>Unit of competency title(s)</th>
<th>Date Assessed</th>
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Assessor's name: ...........................................................................................................................................

Please detail the grounds for your appeal in the space provided below and ensure that you describe the alleged fault in the assessment process. Attach further information or evidence if appropriate.

Grounds for the appeal:

Signed: .............................................................. Date: ..............................................................

Office use only:

Date Received: Received by:

Date Reviewed: Decision: Upheld / Rejected
REQUEST BY A STUDENT TO WITHDRAW FROM THE OPTIONAL EXAMINATION IN AN HSC INDUSTRY CURRICULUM FRAMEWORK COURSE

All completed and signed requests should be returned to the school by

……………………………………………………………………………………………………………….

Please tick to indicate which examination you are withdrawing from:

- [ ] Business Services
- [ ] Information Technology
- [ ] Construction
- [ ] Metal and Engineering
- [ ] Entertainment
- [ ] Primary Industries
- [ ] Hospitality
- [ ] Retail Services

I, ........................................................................... of ........................................................
(print your name) (school name)
request that my entry for the examination in this course be withdrawn. I do not wish to sit for this examination.

I understand that withdrawing from the examination, a mark for this course is no longer eligible to be included in the Australian Tertiary Admission Index (ATAR).

I understand that withdrawing from the examination does not affect the requirements for satisfactorily completing this course for the Higher School Certificate. If satisfactorily completed, the course will be listed on the Higher School Certificate but will not show any mark from the examination.

Signed: ..................................................... (student) Date: ..............................

I agree to my son’s/daughter’s/ward’s withdrawal from this examination.

Signed: ..................................................... (parent/guardian) Date: ..............................

Office use only: Student entry amended YES/NO

Signed .......................... Date: ..............................
Recognition of Prior Learning (RPL) Student Checklist

Instructions
Please provide as much information as possible to support your application. The following are suggestions only of ways you may support your claim.

☐ Complete application for RPL for course competencies or workplacement.

☐ Attach copies (not original) of transcript of competencies achieved or record of training completed.

☐ Attach letter of support from employers (NB: Must be on letterhead).

☐ Documentary evidence of life experience.

☐ A list including contact numbers of employees/work-mates/teachers/who could verify your skills.

☐ Could you demonstrate these skills to prove you are competent?
APPLICATION FOR RECOGNITION OF PRIOR LEARNING COURSE COMPETENCIES

Student’s Name: ...................................................................................................................

Student’s Home Address: .........................................................................................................
..............................................................................................................................

Course Name: .....................................................................................................................

School: .................................................................................................................................

<table>
<thead>
<tr>
<th>Unit of Competence/Element</th>
<th>Evidence Attached</th>
<th>RPL Granted Yes / No</th>
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</table>

Student’s Signature: ................................................................. Date: ......................

Evidence can be:

- Previous training — attach copies of any certificate(s) and actual units/modules/subjects and results.
- Work experience — attach copies of letter/testimonials from employer, which are on letterhead and can be verified.
- Life experience — attach documentary evidence that can be verified.

Assessor: ................................. ................................. Date: ......................
(NAME) (SIGNATURE)

VET Co-ordinator for archiving .......................................................... Date: ......................
APPLICATION FOR RECOGNITION OF PRIOR LEARNING
WORKPLACEMENT

Workplace Details
Company Name .................................................................
Contact Name .................................................................
Address .............................................................................
Telephone .............................................................................

Student/School Details
Name ..........................................................................................
School .......................................................................................
Course ......................................................................................
Teacher .....................................................................................
Telephone ...............................................................................

EMPLOYER STATEMENT

Dear Employer,

The above named student is undertaking a Vocational Education and Training course as part of their HSC study. Mandatory workplacement is a requirement of this course. The student’s part-time work in a relevant industry area can be recognised as prior learning and can therefore be used to meet the workplace requirements of their course. You are asked to kindly complete the following details and sign below in order to assist the student gain this recognition:

Date when employment commenced: ....................................................................................................................................
Is the student currently employed with your organisation  Yes ☐ No ☐
If not, when did the employment cease: ................................................................................................................................
Average number of hours worked per week? .................................
List of skills and duties, which the student competently performed during the employment period:
................................................................................................................................................................................................................
................................................................................................................................................................................................................

Signed: ............................................................................................  Date:  ................................................................................
Print Name: ...................................................................................  Position: ..........................................................................

TEACHER STATEMENT

I certify that the above named student has met the requirements for recognition of student’s employment for Workplacement purposes as detailed in the Board of Studies ACE Manual.

Checklist:

☐ The minimum length of total hours of employment is greater than the minimum hours required for workplacement
☐ The employment is being undertaken during the duration of the course
☐ The workplace supervisor has provided evidence of the range of syllabus learning outcomes and diversity of experiences that have been addressed during the student’s employment
☐ The principle purpose of the employment function is related to the industry area of the course
☐ I have personally spoken to the employer to verify all the above information

Signed: ............................................................................................  Date:  ................................................................................
Print Name: ...................................................................................  Position: .........................................................................
Why study Information Technology (IT)?

IT offers training opportunities to students who are interested in designing web pages, software and games, creating programs, systems and databases, networking computers and finding solutions to technical and software problems.

Working in the information technology industry involves:
- designing web pages
- networking computers
- supporting computer users
- communicating with clients
- finding solutions to software problems

Samples of occupations students can aim for in the information technology industry:
- desktop publisher
- help desk officer
- internet specialist
- multimedia developer
- network administrator
- service technician
- software developer
- technical support officer
- web designer

Course description

This course is based on units of competency, which have been developed by the information technology industry to describe the competencies, skills and knowledge required by workers in the industry.

Students concentrate on developing a range of fundamental skills required to prepare them to work effectively in an environment where information technology is used. These include oral and written communication skills, teamwork skills, efficient use of a range of software application packages, essential computer hardware management and occupational health and safety competencies.

A school-based traineeship is available in this course, for more information:

http://www.sbatinnsw.info/
Depending on competencies chosen, full or part qualifications from the Information and Communication Technology Training Package (ICA05) are available in general information technology; software applications; and network administration. Your teacher or VET Coordinator will advise the competencies and qualifications that may be available.

The qualifications available through the Information Technology Curriculum Framework are:

- Certificate II in Information Technology ICA20105
- Certificate III in Information Technology ICA30105
- Statement of Attainment in partial completion of Certificate II in Information Technology ICA20105
- Statement of Attainment in partial completion of Certificate III in Information Technology ICA30105

For more information on possible outcomes please refer to the Information Technology Curriculum Framework syllabus that can be found by visiting the VET Curriculum Frameworks page of the Board of Studies NSW website:


**Recognition of Prior Learning**

If you have already completed all or part of a similar vocational course elsewhere, such as at TAFE, your previous studies and results will be recognised. You will not have to repeat that training and assessment. Additionally if through previous work or life experiences you have already developed high level skills in this course area, these may also be able to be recognised. Your teacher or VET Coordinator can provide more details of the recognition process.