

Recognition of Prior Learning

Definition

Recognition of Prior Learning (RPL) acknowledges the full range of an individual's skills and knowledge, irrespective of how it has been acquired. This includes competencies gained through formal study, work experience, employment and other 'life' experiences.

Policy

Continuing Education and Arts Centre of Alexandra (CEACA Inc.) ensures that an individual's prior learning is recognised irrespective of how or where the learning has taken place. Applications for RPL will be managed and assessed by a person or persons with relevant qualifications.

Principles

Individuals who are granted RPL will be issued with the relevant qualifications as appropriate.

There will be two types of applications;

A) Standard exemptions/Credit for previous formally recognised training

B) Recognition of work and life experiences, including non-formally recognised training.

Charges levied for a (B) type RPL application include an administration fee and an assessment fee.

See Skills recognition pamphlet.

RPL will be granted for

~ Modules where it can be substantiated that the applicant has achieved the key learning outcomes/units of competence.

Procedure

Applications for RPL should be lodged to the CEACA office with relevant documents attached. See skills recognition pamphlet.

An assessment and verification of the application will be undertaken. Applicants may appeal a decision. Appeals should be lodged with CEACA Inc.

Course fees for 2010

\$760 or \$385 concession (including tuition \$480/\$105, materials \$160, use of resources & facilities \$120) including materials, use of resources & facilities.

A \$200 deposit must be paid on enrolment to secure your place.

Refunds

Will be given depending on timing of withdrawal. An administration fee of \$20 will be charged. Please see refund policy & student handbook.

Contact us

38A Downey Street
"Old Court House"
ALEXANDRA Vic 3714

Phone: 5772 1238

Fax: 5772 1238

Email : ceaca@virtual.net.au
www.ceaca.com.au

Nationally Accredited

Certificate II in Information Technology ICA20105 2010



RTO No. 3730



Course Aims

On satisfactory completion of this certificate students will be able to use computers efficiently and understand a wide range of computer concepts including operating systems and networks, identify the information requirements of a business and assist in the development and implementation of a computer system.

Career opportunities

A wide range of positions become available to you with this course: eg: Office Administration, Personal Assistant, Receptionist or Sales.

Pathways

On completion of this course you may continue on to Certificate III in Information Technology or related Certificates.

Entry requirements

Operate a personal computer is included in the timetable and is a prerequisite for some units, plus literacy skills suitable for the workplace.

Delivery/Attendance

One day per week for 10 months, no classes in school and public holidays. Refer to timetable. Additional time will be needed for study out of class time.

Course Materials

The course materials are included in your fees.

Use of Facilities at CEACA

Students are entitled to free use of computers and internet for work related to their course.

Tutors

Tutors for the course have a mixture of Teaching, Industry Experience and Workplace Training Qualifications. They are available by arrangement for additional assistance outside scheduled class

Certificate II in Information Technology- ICA20105

Unit Code

Title

Prerequisite

ICAU1128B

Operate a personal computer

Core

BSBCM106A

Follow workplace safety procedures

ICAD2012B

Design organisational documents using computing packages

ICAU2005B

Operate computer hardware

ICAU2006B

Operate computing packages

ICAU2013B

Integrate commercial computing packages

ICAU2231B

Use computer operating system

ICAW2001B

Work effectively in an IT environment

ICAW2002B

Communicate in the workplace

Elective

ICAI2015B

Install software applications

ICAS2010B

Apply problem solving techniques to routine malfunctions

ICPMM321B

Capture a digital image

ICAS2243B

Detect and protect from spam and destructive software

ICAT3025B

Run standard diagnostic tests

ICPMM263B

Access and use the internet

Assessment

An assessment is made for each module.

This may take the form of:

- ~ an assignment to be completed and handed in for assessment
- ~ specific tasks to be carried out under observation from the tutor
- ~ short question and answer test
- ~ project design and production by a group



Adult Education in the Community



Victorian Registration & Qualifications Authority



NATIONALLY RECOGNISED TRAINING