
PACKAGE / COURSE LEARNING & ASSESSMENT STRATEGIES GUIDE

Package / Course Title: ICA05 - Information and Communications Technology

Certificate II in Information Technology – ICA20105

Design organisational documents using computer packages - ICAD2012B

Target groups This qualification provides the foundation ICT skills and knowledge for an individual to be an effective ICT user or employee. The qualification has a fundamental ICT knowledge and skills base which is pivotal for all other qualifications in ICA05. The qualification provides foundation general computing and employment skills that enable participation in an information technology environment in any industry. Small to medium enterprises (SMEs) will find the contents of this qualification useful at an ICT user level. In its own right such a qualification could equip an individual to undertake roles such as office assistant or to work in records management at a junior level.

TRAINING DELIVERY

Strategies	Performance Indicators	Resources
Discussion of business environment to meet organisational needs Practical instruction	Develop skills in use of a range of features of software applications to design and configure document templates for use in a business environment to meet organisational needs.	Access to relevant policies
	Develop ability to access, retrieve, manipulate and save data.	
Work placement or realistic simulation	All elements	Access to appropriate workplace or simulation

ASSESSMENT

Strategies	Performance Indicators	Resources
Project work Oral/ Written	Develop skills in use of a range of features of software applications to design and configure document templates for use in a business environment to meet organisational needs. This must be demonstrated by building several workplace documents, without explicit instruction on their design from end-user or supervisor.	Access to relevant policies
Practical exercise	Develop ability to access, retrieve, manipulate and save data.	
Observation in the workplace or simulated work environment	All elements	Access to appropriate workplace or simulation

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List any special requirements / issues / amendments for any particular target group:

*The following unit is a prerequisite for this competency:
ICAU1128B - Operate a personal computer*

This unit may be undertaken alone or as part of a cluster. Other units in this cluster are:

- *ICAU2006B Operate computing packages*
- *ICAU2013B Integrate commercial computing packages*