
PACKAGE / COURSE LEARNING & ASSESSMENT STRATEGIES GUIDE

Package / Course Title: ICA05 - Information and Communications Technology

Certificate II in Information Technology – ICA20105

Install software applications – ICAI2015B

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 aims in organisational context	Develop ability to determine software requirements according to organisational requirements.	Access to relevant organisational requirements.
Case study	Develop ability to select and obtain application program according to organisational policies, ensuring target computer conforms to the minimum hardware and operating system requirements.	Access to appropriate case study scenario/s
Project work	Develop ability to install software efficiently and effectively.	Access to appropriate software and hardware
Work placement or realistic simulation	All elements	Access to appropriate workplace or simulation

ASSESSMENT

Strategies	Performance Indicators	Resources
Oral/ Written	Demonstrate ability to determine software requirements according to organisational requirements.	Access to relevant organisational requirements.
Project work	Demonstrate ability to select and obtain application program according to organisational policies.	
	Demonstrate ability to install software efficiently and effectively through operating system instructions and to configure computer to accept new software or upgrade.	Access to appropriate software and hardware
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:

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

- *BSBCMN106A - Follow workplace safety procedures*
- *ICAU2005B - Operate computer hardware*
- *ICAU2231B - Use computer operating system*