

PACKAGE / COURSE LEARNING & ASSESSMENT STRATEGIES GUIDE

Package / Course Title: ICA05 - Information and Communications Technology

Certificate II in Information Technology – ICA20105

Migrate to new technology – ICAU3019B

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
Practical instruction Case study	Develop ability to extend application of existing knowledge and techniques to new technology and use of new or upgraded technology skills to enhance learning.	Access to appropriate case study scenarios Access to relevant technology
	Develop ability to test and use features and functions of new or upgraded equipment to assist in solving organisational problems.	
	Develop skills in the evaluation of new or upgraded technology performance.	
Work placement or realistic simulation	All elements	Access to appropriate workplace or simulation

ASSESSMENT

Strategies	Performance Indicators	Resources
Oral/ written	Demonstrate ability to extend application of existing knowledge and techniques to new technology and use of new or upgraded technology skills to enhance learning.	Access to relevant software Access to relevant technology
Practical exercise	Demonstrate ability to test and use features and functions of new or upgraded equipment to assist in solving organisational problems. Knowledge of generic applications must be demonstrated in several software applications.	
	Demonstrate skills in the evaluation of new or upgraded technology performance.	

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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:
- *ICAS2010B - Apply problem solving techniques to routine malfunctions*
 - *ICAS2243B - Detect and protect from spam and destructive software*
 - *ICAS3115B - Maintain equipment and software in working order*
 - *ICAT3025B - Run standard diagnostic tests*