



## **SUPPLEMENTARY ADVICE 2003**

### **VET in the VCE INFORMATION TECHNOLOGY**

**ICA20199 Certificate II in Information Technology**

**ICA30199 Certificate III in Information Technology  
(Software Applications)**

**ICA30299 Certificate III in Information Technology  
(General)**

**ICA30399 Certificate III in Information Technology  
(Network Administration)**

**February 2003**

This supplementary advice must be used in conjunction with Version 3 of the ICA99 nationally endorsed *Information Technology Training Package*

## Supplementary advice for VCE VET Information Technology program

This supplementary advice has been prepared in response to the revisions to the *Information Technology Training Package*. It is to be used in conjunction with the *VCE VET Information Technology Program Booklet* published in July 2000 and replaces some program information and details in the program booklet.

### Training package revision

The ICA99 *Information Technology Training Package* has been published in three versions, Version 1 (May 1999), Version 2 (November 2001) and Version 3 (April 2002).

The most recent revision, Version 3, includes the following changes:

- code changes for a large number of units of competence
- addition of 14 new IT e-business qualifications
- addition of 80 new competency standards
- minor modifications/inclusions to a number of existing qualifications and standards.

### Implications for the VCE VET Information Technology program

While the changes to the VCE VET Information Technology program are minor, schools/RTOs are advised that:

- version 3 of the training package must be purchased for **any** delivery of programs in 2003
- there are code changes in a large number of units of competence
- enhancements have been made to the Evidence Guide and Range of Variables in a number of units of competence.

### Transition arrangements

#### Continuing students

The units of competence achieved in 2002 or earlier retain their status and currency as components of the qualification.

In 2003 schools/RTOs must deliver and assess the units of competence from Version 3 of the training package for the remainder of the VCE VET program.

#### New students

Students enrolling in a VCE VET Information Technology program for the first time in 2003 will be undertaking training from Version 3 of the *Information Technology Training Package*.

### Program structure

Certificate II in Information Technology has been included in the VCE VET program to allow students to undertake all the suggested entry units of competence for Certificate III prior to enrolling in a Certificate III program. Students may wish to undertake the core units of competence of the Certificate II or complete the full qualification; either option will provide credit in the VCE.

Students may enrol in the VCE VET Information Technology program at either Certificate II level or at Certificate III level.

A student who has completed ICAITTW002B *Communicate in the workplace*, ICAITTU004C *Apply Occupational Health and Safety procedures* and ICAITS017C *Maintain system integrity* as part of a Certificate II program will not need to re-enrol in these units of competence in Certificate III.

The VCE VET program has been designed so that the Certificates at level III share a largely common group of units of competence in the VCE VET Unit 3–4 sequence. This design complies with the training package qualification requirements.

## VCAA prescribed units of competence

In consultation with schools, TAFE Institutes and industry representatives, the VCAA has prescribed a number of units of competence in the VCE VET Information Technology program. The VCE VET Information Technology program is compliant with the training package requirements and the prescribed units of competence have been selected to enhance the acquisition of a broad range of skills.

## Summary of Changes

### ICA20199 Certificate II in Information Technology

- Code changes to individual units of competence in both the core and elective sections denoting an enhancement within the unit of competence.

### ICA30199 Certificate III in Information Technology (Software Applications)

- ICAITS117A *Maintain custom software* has been DELETED from this qualification. Two new units have been selected as electives.
- Code changes to individual units of competence in both the core and elective sections denoting an enhancement within the unit of competence.

### ICA30299 Certificate III in Information Technology (General)

- ICAITS117A *Maintain custom software* has been DELETED from this qualification.
- ICAITU127A *Operate system software* has been revised to ICAITU127B *Support system software*
- ICAITS120B *Administer and configure a network operating system* has moved from 20 to 50 nominal hours.
- Code changes to individual units of competence in both the core and elective sections denoting an enhancement within the unit of competence.

### ICA30399 Certificate III in Information Technology (Network Administration)

- ICAITS120B *Administer and configure a network operating system* has moved from 20 to 50 nominal hours.
- Code changes to individual units of competence in both the core and elective sections denoting an enhancement within the unit of competence.

**Note:** The major changes to the programs occur at the VCE VET Unit 1–2 level; however, schools should be aware that there may have been changes to the Evidence Guides and Range of Variables of the units of competence at the VCE VET Unit 3–4 level. Schools are advised to review all units of competence in Version 3 of the *Information Technology Training Package* prior to delivery.

## Program outlines

### Certificate II in Information Technology ICA20199

VCE VET Units 1–2		
Code	Units of competence	Nominal hours
ICAITTW001B	Work effectively in an Information Technology environment	40
ICAITTW002B	Communicate in the workplace	20
ICAITU004C	Apply Occupational Health and Safety procedures	20
ICAITU005C	Operate computer hardware	20
ICAITU006BC	Operate computing packages	60
ICAITU007B	Maintain equipment and consumables	20
ICAITU012C	Design organisational documents using commercial computing packages	40
ICAITU013C	Integrate commercial computing packages	40
ICAITS014C	Connect hardware peripherals	20
ICAITS015B	Install software applications	30
ICAITS017C	Maintain system integrity	20
<b>Subtotal</b>		<b>330</b>
<b>Electives: Choose four from the following</b>		
ICAITD003B	Receive and process oral and written communication	20
ICAITS008B	Maintain equipment/software inventory	10
ICAITS009B	Interact with clients	20
ICPMM11bA	Identify components of multimedia	20
ICPMM63bA	Access the internet	20
ICAITS016C	Record client support requirements	10
ICAITS010C	Apply problem solving techniques to achieve organisation goals	10
ICAITS022B	Determine client computing problems and action	40
ICAITTW011B	Participate in a team and individually to achieve organisation goals	20
ICAITS121A	Administer network peripherals	20
<b>Subtotal</b>		<b>50–100</b>
<b>TOTAL</b>		<b>380–430</b>

**Note:** **Bold** denotes changes within the training package.

Schools are advised that there have been some enhancements made to the Evidence Guide and Range of Variables in a number of the units of competence.

**Certificate III in Information Technology (Software Applications) ICA30199**

<b>VCE VET Units 1–2</b>		
<b>Code</b>	<b>Units of competence</b>	<b>Nominal Hours</b>
ICAITW002B	Communicate in the workplace	20
ICAITU004C	Apply Occupational Health and Safety procedures	20
ICAITS017C	Maintain system integrity	20
ICAITU028C	Customise packaged software applications for clients	60
ICAITS024C	Provide basic system administration	20
ICAITS025B	Run standard diagnostic tests	20
ICAITS021C	Connect internal hardware components	20
<b>Electives: Choose two from the following</b>		
ICAITS115B	Maintain equipment and software in working order	40
ICAITB135A	Create a simple mark-up language document to specification	20
ICAITB137A	Produce basic client side script for dynamic web pages	25
ICAITS023B	Provide one to one instruction	10
ICPMM65dA	Create web pages with multimedia	50
<b>Subtotal</b>		<b>210–270</b>
<b>VCE VET Units 3–4</b>		
ICAITU018C	Develop macros and templates for clients using standard products	60
ICAITD128A	Create user and technical documentation	20
ICAITU126B	Use advanced features of computer applications	40
ICAITU019C	Migrate to new technology	20
ICAITS031B	Provide advice to clients	40
ICAITS020C	Install and optimise system software	20
<b>Subtotal</b>		<b>200</b>
<b>TOTAL</b>		<b>410–470</b>

*Note:* ICAITS117A-*Maintain custom software* has been DELETED from this qualification.

Schools are also advised that there have been some enhancements made to the Evidence Guide and Range of Variables in a number of the units of competence.

**Certificate III in Information Technology (General) ICA30299**

<b>VCE VET Units 1–2</b>		
<b>Code</b>	<b>Units of competence</b>	<b>Nominal Hours</b>
ICAITW002B	Communicate in the workplace	20
ICAITU004C	Apply Occupational Health and Safety procedures	20
ICAITS017C	Maintain system integrity	20
ICAITS115B	Maintain equipment and software in working order	40
ICAITS024C	Provide basic system administration	20
ICAITS025B	Run standard diagnostic tests	20
ICAITS021C	Connect internal hardware components	20
<b>Electives: Choose four from the following</b>		
ICAITS029B	Install network hardware to a network	40
ICAITU028C	Customise packaged software applications for clients	60
ICAITI101B	Install and manage network protocols	40
ICAITPM129A	Apply skills in project integration	20
ICAITS030B	Install software to networked computers	40
ICAITS121A	Administer network peripherals	20
ICAITS023B	Provide one to one instruction	10
ICAITU127B	<b>Support system software</b>	50
ICPMM65dA	Create web pages with multimedia	50
ICAITS120B	Administer and configure a network operating system	<b>50</b>
<b>Subtotal</b>		<b>250–370</b>
<b>VCE VET Units 3–4</b>		
ICAITU018C	Develop macros and templates for clients using standard products	60
ICAITD128A	Create user and technical documentation	20
ICAITU126B	Use advanced features of computer applications	40
ICAITS032B	Provide network systems administration	20
ICAITU019C	Migrate to new technology	20
ICAITS031B	Provide advice to clients	40
ICAITS020C	Install and optimise system software	20
<b>Subtotal</b>		<b>220</b>
<b>TOTAL</b>		<b>470–590</b>

**Note:**

- ICAITS117A-*Maintain custom software* has been DELETED from this qualification
- ICAITU127A *Operate system software* has become ICAITU127B *Support system software*
- ICAITS120B *Administer and configure a network operating system* has been increased from 20 to **50** nominal hours
- Schools are also advised that there have been some enhancements made to the Evidence Guide and Range of Variables in a number of the units of competence.

**Certificate III in Information Technology (Network Administration) ICA30399**

<b>VCE VET Units 1–2</b>		
<b>Code</b>	<b>Units of competence</b>	<b>Nominal Hours</b>
ICAITW002B	Communicate in the workplace	20
ICAITU004C	Apply Occupational Health and Safety procedures	20
ICAITS017C	Maintain system integrity	20
ICAITS024C	Provide basic system administration	20
ICAITS025B	Run standard diagnostic tests	20
ICAITS021C	Connect internal hardware components	20
ICAITS121A	Administer network peripherals	20
ICAITS120B	Administer and configure a network operating system	<b>50</b>
ICAITH101B	Install and manage network protocols	40
<b>Electives: Choose two from the following</b>		
ICAITS023B	Provide one to one instruction	10
ICAITS029B	Install network hardware to a network	40
ICAITS030B	Install software to networked computers	40
ICAITS106B	Action and complete change requests	60
ICAITS115B	Maintain equipment and software in working order	40
<b>Subtotal</b>		<b>280–330</b>
<b>VCE VET Units 3–4</b>		
ICAITD128A	Create user and technical documentation	20
ICAITU126B	Use advanced features of computer applications	40
ICAITS032B	Provide network systems administration	20
ICAITU019C	Migrate to new technology	20
ICAITS031B	Provide advice to clients	40
ICAITS034B	Determine and action network problem	30
ICAITS020C	Install and optimise system software	20
<b>Subtotal</b>		<b>190</b>
<b>TOTAL</b>		<b>470–520</b>

**Note:**

- ICAITS120B *Administer and configure a network operating system* has been increased from 20 to **50** nominal hours
- Schools are also advised that there have been some enhancements made to the Evidence Guide and Range of Variables in a number of the units of competence.

## Sequence

For students to be able to satisfactorily complete a Unit 3–4 sequence in a single year and to receive a Study Score, all the units of competence designated as Unit 3–4 level in each program must be available to be undertaken in the same enrolment year.

A range of delivery sequences is possible, but the selected delivery schedule must comply with the packaging rules for the qualification as outlined in the training package. There is also a Range of Variables identified in the training package for each unit of competence, which provides guidelines on the different situations and contexts to assess the unit. The Evidence Guide for each unit of competence provides information on what needs to be considered during the assessment. There may be implications for the sequencing of delivery when linkages between units of competence are taken into account.

Schools are advised that the Unit 3–4 sequence is not designed as a stand-alone study. The intention of VCE VET programs is to provide students with a qualification that meets industry expectations. The foundation knowledge and skills for the ability to function effectively in the workplace are often acquired in the early stages of the training program and are necessary for the achievement of competence in other areas of the program. A student may have great difficulty in achieving competence in the specified areas without first having undertaken training in the foundation or core units of competence. The strong advice and assumption of industry bodies is that the value of the training will be compromised unless based on the foundation skills specified by industry for each qualification.

### Study Score (assessment)

A Study Score is available for the Certificate III level programs. To be eligible for a Study Score students must:

- achieve all of the units of competence designated as the Unit 3–4 sequence in a single calendar year
- be assessed in accordance with the tools and procedures specified in the current *Information Technology Assessment Guide*, published by the VCAA
- undertake an examination in the November examination period, based on the units of competence identified by the VCAA.

### Equivalent National Tertiary Entrance Rank (ENTER)

The ENTER is calculated by the Victorian Tertiary Admissions Centre (VTAC), subject to satisfactory completion of the VCE, and using the Study Scores students have received for a specified set of VCE studies.

Students completing the Certificate II in Information Technology are not eligible for any ENTER contribution.

The contribution of the Certificate III level programs in Information Technology – General, Software Applications or Network Administration – to the ENTER is as follows:

- Any contribution to the ENTER is subject to satisfactory completion of the specified Unit 3–4 sequence.
- A Study Score is available for this program. The Study Score will contribute directly to the ENTER, either as one of the student’s best four studies (‘the primary four’) or as a fifth or sixth study.
- Students may choose not to receive a Study Score, but in that case will not be eligible for any ENTER contribution.

For further information on the calculation of the ENTER, contact VTAC.

## Recognition in the VCE

### VCE VET unit entitlement

All four programs in Information Technology are designated Group B studies for satisfactory completion purposes.

On completion of the Certificate II program, students are eligible for credit of up to four VCE VET units on their VCE Statement of Results. These units are at Unit 1–2 level.

On completion of one of the Certificate III programs, students are eligible for credit of up to four VCE VET units on their VCE Statement of Results. Two of these units are at Unit 1–2 level and two are at Unit 3–4 level.

Students may undertake more than one Certificate III level program but in that case only one will provide credit towards satisfactory completion of the VCE.

Students may accumulate VCE VET units over more than one year.

### Duplication

VCE VET units may only make the maximum available contribution towards satisfactory completion of the VCE where no significant duplication exists between the relevant VCE VET program and VCE studies. Where significant duplication does exist, students may enrol in the VCE VET program and the VCE studies or other VCE VET program identified, but a reduced VCE VET unit entitlement will then apply.

Significant duplication has been identified between the Certificate II and Certificate III in Information Technology programs (Network Administration, General and Software Applications) and components of Certificates II and III in Multimedia.

Where students have completed:

- Certificate II in Information Technology and
- Certificate III in Information Technology (any of the three) and
- Certificate III in Multimedia

the VCE VET unit entitlement for Certificates II and III in Multimedia will be reduced. Students will receive one VCE VET Unit at 1–2 level and two VCE VET Units at 3–4 level.

With the accreditation of the new VCE Information Technology Study Design, duplication between components of the Certificate II in Information Technology and VCE Information Technology Units 1–2 no longer exists. Students commencing these programs in 2003 will receive full credit for both Certificate II in Information Technology and VCE Information Technology Units 1–2.

## **Purchasing the nationally endorsed training package**

Schools intending to deliver a VCE VET Information Technology program are required to use the nationally endorsed ICA99 *Information Technology Training Package* (Version 3, April 2002).

The training package provides the details on each unit of competence, packaging rules and assessment requirements. Schools may obtain the training package and other training support materials at the following addresses:

### **Australian Training Products**

Level 25  
150 Lonsdale Street  
MELBOURNE VIC 3000  
Tel: (03) 9655 0600  
Fax: (03) 9639 4684  
Email: sales@atpl.net.au  
Website: www.atpl.net.au

### **Information Technology & Telecommunications Industry Training Advisory Body**

Suite 3, 139 Queensberry Street  
CARLTON VIC 3053  
Tel: (03) 9349 4955  
Fax: (03) 9349 4844  
Email: ittitab@ittitabb.com.au  
Website: www.ittitab.com.au

### **Victorian Purchasing Guide ICA99 Information Technology – Version 3**

The Curriculum Maintenance Manager is responsible for the Victorian Purchasing Guide in Information Technology:

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The full text of the Victorian Purchasing Guide can be accessed through the Training Support Network website: <http://trainingsupport.otte.vic.gov.au/default.cfm>