Training and assessment strategy

ICT20115 Certificate II in Information Digital Media and Technology

Rosewood State High School

TAS version: **Version 1**

Delivery period: 2016 – 2020

QCAA template as at October 2015

Queensland Government | Queensland Curriculum & Assessment Authority

For all Queensland schools

Section 1   Program overview

1.1   National requirements

School name	Rosewood State High School
RTO ID	30347
QCAA no.	131
Qualification code	ICT20115
Qualification title	Certificate II in Information, Digital Media and Technology
Relevant standards	1.1–1.7, 1.8(a), 1.9–1.19, 1.26, 2.2, 5, 8.4
Training package code	ICT
Current release date	*Release 2 (14 January 2016)*
Training package title	*Information and Communications Technology*
National register	http://training.gov.au/Training/Details/ICT20115#
Companion volume	http://companion_volumes.vetnet.education.gov.au/Pages/TrainingPackage.aspx?pid=18

Qualification status	Current	*Note Standards 1.26b and 1.26a (extracts below).*
Superseded, deleted, or no longer current date	N/A	***1.26 b)*** *Where an AQF qualification is **no longer current and has not been superseded**, all [students'] training and assessment is completed and the relevant AQF certification documentation issued **within a period of two years** from the date the AQF qualification was removed or deleted from the National Register.*
Latest date for student completion and AQF certification (Complete only if qualification status ≠ current)	N/A	***1.26 a)*** *Where a [qualification] on [the RTO's] scope of registration is **superseded**, all [students'] training and assessment is completed and the relevant AQF certification documentation is issued or [students] are transferred into its replacement, **within a period of one year** from the date the replacement [qualification] was released on the National Register.*

TAS development date	February 2016	**TAS expiry date**	*December 2020*
Date of latest industry engagement		**Date of validation**	2017

Delivering and assessing information

Developed for (Select one only)	**Individual student/s** ☐	**If yes, name/s of student/s**	
	OR Class cohort ☑	**If yes, current number of students enrolled**	34
Total number of assessment tools for this qualification	15	**Delivery period** **Start** **End**	*January 2016* *December 2017*

1.2   Qualification

Requirement	Packaging rules	Confirmed by RTOM
Qualification description and job roles	This entry level qualification provides the foundation skills and knowledge to use information and communications technology (ICT) in any industry.	✔ Yes ☐ No
Packaging rules	To be awarded the Certificate II in Information, Digital Media and Technology fourteen (14) unites of competency must be achieved. Total number of units = 14 7 core units plus 7 elective units http://training.gov.au/Training/Details/ICT20115#	✔ Yes ☐ No
Elective unit rules	The elective units consist of: • up to 7 from the elective units listed below • up to 3 from elsewhere in ICT Information and Communications Technology Training Package or any other Training Package or accredited course at Certificate II or III level. The elective units chosen must be relevant to the work outcome and meet local industry needs.	✔ Yes ☐ No
Information on elective choices and mandatory requirements	The school RTO will be delivering the following electives: ELECTIVE CUADIG303 Produce and prepare photo images ICPDMT321 Capture a digital image ICTICT205 Design basic organisational documents using computing packages ICTICT206 Install software applications ICTICT207 Integrate commercial computing packages ICTSAS203 Connect hardware peripherals ICTICT210 Operate database applications	✔ Yes ☐ No

1.3   Delivery and assessment

Requirement	Pre-enrolment information	Confirmed by RTOM
Entry requirements	There are no formal qualification entry requirements. Entry requirements for this program include the student's agreement and ability to undertake the following: • Demonstrate evidence of language, literacy and numeracy skills at the requisite ACSF level. • Attend and participate in scheduled training and assessment. • Participate in workplace tasks to employer expectations. • Be able to work in an industry environment and handle industry standard equipment. • Comply with the RTO code of conduct requirements, directions on work, and health and safety matters.	✔ Yes ☐ No

1.3   Delivery and assessment

Requirement	Pre-enrolment information		Confirmed by RTOM
Mode of delivery (Adjust as appropriate)	The mode of delivery includes any combination of the following: • face to face in a simulated workplace environment for required performance and knowledge evidence • work experience in commercial work site — third party report • online for some components of training for knowledge evidence • in a classroom ('off the job') for some components of training for knowledge evidence		✔ Yes ☐ No
Delivery location (Adjust as appropriate)	The delivery location is the principle place of business of the RTO Rosewood State High School 46 Lanefield Road ROSEWOOD QLD 4340	*If work experience is mandatory and travel to another location is required, this information must be included in Section 4.*	✔ Yes ☐ No
Program duration (Adjust as appropriate)	Total program duration is 2 years of delivery and assessment. This includes: • 220 hours of scheduled training and assessment activity (3 x 70 minute lessons a week) • Personal study time, either at school or home • Additional language literacy and numeracy training while enrolled and undertaking full time school based studies	*School RTOs may only deliver to students enrolled in a Queensland school in Years 10–12.*	✔ Yes ☐ No
Amount of learning	The 'amount of learning' identifies the notional duration of all activities required for the achievement of the learning outcomes of this program. The nominal volume of learning for this program is **2 years.** This includes: • **220 hours** of scheduled training and assessment activity • one-on-one instruction as required • personal study time, either off the job or at home • additional language, literacy and numeracy training while enrolled and undertaking full-time school-based studies • online learning activities Total amount of learning: **1200–2400 hours**		✔ Yes ☐ No
Learning resources *(Std 1.3)*	There are sufficient learning resources, equipment and facilities to: • enable students to meet the requirements for each unit of competency • support the number of students undertaking the training and assessment.		✔ Yes ☐ No
Assessment resources	Assessments will be formative and conducted on the job, where skills, knowledge and understanding may be demonstrated in the simulated workplace environment. Projects/tasks and work evidence will be progressively gathered by the assessor for units of competency until sufficient valid evidence is gathered to make assessment decisions on competency. Submission of written work is based on the requirements of the units of competency. Evidence of skills and knowledge will be gathered simultaneously.		✔ Yes ☐ No

1.3   Delivery and assessment

Requirement	Pre-enrolment information		Confirmed by RTOM
Evidence-gathering conditions	• Will be progressively gathered for groups of units simultaneously. • Methods will confirm consistency of performance over time and in a range of workplace-relevant contexts, rather than a single assessment event. • Will be by observation of relevant tasks with questioning on underpinning knowledge and, where applicable, training journals and reviews of work products/folios and third party reports. • Will be done under the specific assessment conditions required by the units.		✔ Yes ☐ No
Work placement arrangements for students	Work placement arrangements are not applicable for this certificate.		✔ Yes ☐ No
Third party arrangements (Adjust as appropriate)	No services are delivered on behalf of the RTO.	*'Third party' means any party that provides services on behalf of the RTO, but does not include a contract of employment between an RTO and its employee.* *The RTO ensures that where services are provided on its behalf by a third party the provision of those services is the subject of a written agreement.* *The RTO must disclose to the student the name and contact details of any third party that will provide training and/or assessment, and related educational and support services to the student on the RTO's behalf.*	✔ Yes ☐ No
Educational and support services	Learners in this cohort are school students. The RTO will schedule supervised training and assessment sessions based on the timetable. Students may negotiate support in addition to scheduled hours, to develop the required skills and knowledge.		✔ Yes ☐ No
	Students can refer to the VET student handbook which outlines additional learning support available at the school.		✔ Yes ☐ No
Early termination of program	In the event that the RTO loses suitably qualified trainers and assessors and is unable to deliver this program: • students will be issued with a statement of attainment for any successfully completed units of competency • any fees paid toward the program will be refunded on a pro rata basis.		✔ Yes ☐ No
Transition	This qualification's status on TGA is current at the time of this strategy's expected start date. If this qualification is superseded with a new version before the end of the expected duration of the program then: • if practical, students will complete training and assessment and receive any appropriate certificates in the old qualification within 12 months of the release of the new version • if this is not practical, students will transition to the new qualification within 12 months and complete their training and assessment in the new version within the expected duration of the program. Credit will be arranged for units completed and deemed as equivalent.		✔ Yes ☐ No

1.4   Certification

Requirement	Description		Confirmed by RTOM
Certificates and Statements of Attainment	If a student is assessed as meeting the requirements of the qualification, and all agreed fees the student owes to the RTO have been paid, then within 30 calendar days of all conditions being met: • an **AQF certificate and record of results** will be issued if the qualification in which the learner is enrolled is complete • a **statement of attainment** will be issued if the qualification in which the learner is enrolled is partially complete		✔Yes ☐ No
Credit arrangements	**Transitioning from an old version to a new version of a training product** If the national register (training.gov.au) deems a superseded unit of competency to be equivalent to its new replacement, students may claim credit for a successfully completed superseded unit.		✔ Yes ☐ No
	If a student already holds a unit of competency If a student has a statement of attainment for a unit of competency and it has the same code as a unit of competency making up this program, the student may make a claim for a credit transfer.		✔ Yes ☐ No
Recognition of prior learning (RPL) arrangements	Students may request recognition of prior learning (RPL) assessment. Students are advised of the opportunity to apply for RPL and, if requested, will be provided with an RPL document allowing them to provide verifiable details of prior learning. The evidence will be assessed for currency and against requirements of the units of competency, and an amended program strategy will be prepared, taking into account the student's prior learning.		✔ Yes ☐ No
	Students can refer to the VET student handbook which outlines additional information on the school's credit transfer and RPL processes.		✔ Yes ☐ No
Reissuing of Certificates and Statements of Attainment	The RTO maintains an auditable-quality register of all AQF qualifications (including statements of attainment) issued and authorised to issue. The register contains sufficient information to identify correctly the holder of the qualification, the AQF qualification by its full title, and date of issue/award/conferral.	*The Standards require compliance with the AQF Register and Issuance policies. All RTOs will:* • *Maintain an auditable-quality register of AQF qualifications issued (including Statements of Attainment). containing sufficient information to identify correctly* – *the holder of the qualification*	✔ Yes ☐ No
	The RTO has a policy that permits the replacement of certification documentation, and maintains responsibility for authentication and verification of any replacement certification documentation.	– *the AQF qualification by its full title* – *date of issue/award/conferral.* • *have a policy that permits replacement of certification documentation.* • *be responsible for authentication and verification of any replacement certification documentation.* *http://www.aqf.edu.au/resources/aqf/*	✔ Yes ☐ No
	Students can refer to the VET student handbook for further information on procedures, fees and proof of identity requirements for requests to issue a reprint of a certificate or statement of attainment.		✔ Yes ☐ No
Unique Student	The school RTO will not issue an AQF certificate, record of results or statement of attainment to a student without having a verified USI for that individual.		✔ Yes ☐ No

1.4	Certification	

| **Identifier (USI)** | A student may access their training records and results (transcript) by accessing their USI account online from a computer, tablet or smart phone. For more information, see: http://usi.gov.au/Students/pages/default.aspx | ✔ Yes
☐ No |

1.5	Reporting	

Requirement	Description	Confirmed by RTOM
Recording results (Adjust the first three points as appropriate)	• Evidence-gathering instruments are used as evidence of a student's progress toward competency. • The interim outcome descriptors of 'Satisfactory' or 'Unsatisfactory' will be used on students' projects and evidence documents. • Students may continue to submit evidence until they exit the program. • Assessor may determine final outcomes for units of competency at any time, but only after sufficient valid evidence has been gathered and assessed and any pre-requisite units have been successfully completed. • RTO management will record final outcomes (usually using the descriptors Competent, Not Competent, Credit Transfer or Withdrawn) in Student Data Capture System (SDCS). • All final outcomes must be entered into SDCS before the end of the last term of the VET program or immediately after a student exits the program. • RTO management reports student enrolment data to QCAA within the first term of the student's commencement of the VET program.	✔ Yes ☐ No
Student profiles (Adjust the first two points as appropriate)	• Student profiles are updated by the assessor and are accessible to students on request. • Assessors update the profile to confirm an individual student's submission of evidence and record interim and final outcomes. • RTO management uses final outcomes recorded in student profiles to update SDCS.	✔ Yes ☐ No
Projects and evidence-gathering instruments	• All assessment activities, including projects and evidence-gathering tools, are identified by a code and listed in this document. • A mapping document provides evidence of how assessment activities, projects and evidence-gathering tools meet the requirements for each unit of competency.	✔ Yes ☐ No

Section 2   Core and elective components

List the units that are going to be delivered and assessed as part of this strategy.

Relevant standards: 1.1, 1.2, 1.4, 1.7, 1.8(a), 1.12, 3.5, Schedule 5

Note: A prerequisite unit may be delivered through an integrated approach with the secondary unit; it does not have to be fully completed before starting the secondary unit. However, to satisfy formal requirements, the prerequisite unit must be signed off prior to the secondary unit

Core and elective units being offered	Unit type	Pre-requisite unit required?
BSBWHS201 Contribute to health and safety of self and others	**Core Unit**	☐
BSBSUS201 Participate in environmentally sustainable work practices	**Core Unit**	☐
ICTICT201 Use computer operating systems and hardware	**Core Unit**	☐
ICTICT202 Work and communicate effectively in an ICT environment	**Core Unit**	☐
ICTICT203 Operate application software packages	**Core Unit**	☐
ICTICT204 Operate a digital media technology package	**Core Unit**	☐
ICTWEB201 Use social media tools for collaboration and engagement	**Core Unit**	☐
CUADIG303 Produce and prepare photo images	**Listed Elective**	☐
ICPDMT321 Capture a digital image	**Listed Elective**	☐
ICTICT205 Design basic organisational documents using computing packages	**Listed Elective**	☐
ICTICT206 Install software applications	**Listed Elective**	☐
ICTICT207 Integrate commercial computing packages	**Listed Elective**	☐
ICTSAS203 Connect hardware peripheral	**Listed Elective**	☐
ICTICT210 Operate database applications	**Listed Elective**	☐

ITAssessment project / activity / task *(All codes and names must match Section 8)*				
Project 1	**ICT_DD_PROJ1 Digital Devices**			
Estimated duration	*10 weeks*	**Unit/s for which evidence will be gathered** *Mapping tool aligns evidence to performance and knowledge requirements, see Section 8.*	**Evidence-gathering techniques used** (More than one technique must be ticked for each unit or cluster of units.)	**Evidence-gathering tool code**
Description *(summary)*	This is a clustered unit. A project producing digital presentations to promote the school to the wider community. Students will be able to demonstrate the industry skills required to use digital devices, save and edit output where applicable. Evidence is recorded in the student profile as 'satisfactory' or 'unsatisfactory'. Completion of this project will result in the final outcome for these units.	• ICTICT204 Operate a digital media technology package • CUADIG303 Produce and prepare photo images • ICPDMT321 Capture a digital image	**Observation checklist** ☐	
			Activity Sheets ☑	*IDMT2ACT1 (Tasks 5-9)*
			Folio of Work ☑	*IDMT2FOW1 (Tasks 1 – 4)*
			Quizzes ☐	
			Simulations ☐	
Project 2	**ICT_SUSWHS_PROJ2 Workplace Practices**			
Estimated duration	14 weeks	**Unit/s for which evidence will be gathered** *Mapping tool aligns evidence to performance and knowledge requirements, see Section 8.*	**Evidence-gathering techniques used** (More than one technique must be ticked for each unit or cluster of units)	**Evidence-gathering tool code**
Description *(summary)*	This is a clustered unit. A project which enables students to gain the knowledge and skills to effectively measure current resource use and to carry out improvements including reducing the negative environmental impact of workplace practices. Students will gain the prerequisite WH&S	• BSBWHS201 Contribute to health and safety of self and others • BSBSUS201 Participate in environmentally sustainable work practices	**Observation checklist** ☐	
			Activity Sheets ☑	IDMT2ACT2
			Folio of Work ☐	
			Quizzes ☑	IDMT2QUIZ1
			Simulations ☐	

ITAssessment project / activity / task *(All codes and names must match Section 8)*				
	knowledge prior to engaging in a work placement. Evidence is recorded in the student profile as 'satisfactory' or 'unsatisfactory'. Completion of this project will result in the final outcome for these units.			
Project 3	*ICT_ODA_PROJ3 Database Applications*			
Estimated duration	12 weeks	**Unit/s for which evidence will be gathered** *Mapping tool aligns evidence to performance and knowledge requirements, see Section 8.*	**Evidence-gathering techniques used** (More than one technique must be ticked for each unit or cluster of units)	**Evidence-gathering tool code**
Description *(summary)*	This is a standalone unit. A project which requires students to design and create simple relational databases with reports and queries, for the storage and retrieval of information. Evidence is recorded in the student profile as 'satisfactory' or 'unsatisfactory'. Completion of this project will result in the final outcome for these units.	• ICTICT210 Operate database applications	**Observation checklist** ☐	
			Activity Sheets ✓	IDMT2ACT3
			Folio of Work ✓	IDMT2FOW2
			Quizzes ☐	
			Simulations ☐	
Project 4	ICT_ITWORK_PROJ4 Operating in an IT Environment			
Estimated duration	12 weeks	**Unit/s for which evidence will be gathered** *Mapping tool aligns evidence to performance and knowledge requirements, see Section 8.*	**Evidence-gathering techniques used** (More than one technique must be ticked for each unit or cluster of units)	**Evidence-gathering tool code**
Description *(summary)*	Working in the IT environment, this is a clustered unit and competency will be awarded upon successful completion of all assessment tools. The units describes the skills	*ICTICT201 Use computer operating systems and hardware*	**Observation checklist** ☐	
		ICTICT202 Work and communicate effectively in an ICT environment	**Activity Sheets** ✓	IDMT2ACT4
			Folio of Work ✓	IDMT2FOW3
		ICTICT203 Operate application software	**Quizzes** ☐	

ITAssessment project / activity / task *(All codes and names must match Section 8)*				
	and knowledge required to identify, select and operate commercial software packages. Ensures that the individual develops the skills required to operate a range of basic office software requirements.	*packages*	**Simulations** ☐	
Project 5	**ICT_SOCMED_PROJ5 Using social media**			
Estimated duration	6 weeks	**Unit/s for which evidence will be gathered** *Mapping tool aligns evidence to performance and knowledge requirements see Section 8.*	**Evidence-gathering techniques used** (More than one technique must be ticked for each unit or cluster of units)	**Evidence-gathering tool code**
Description *(summary)*	Social Media This is a standalone unit. This unit describes the performance outcomes, skills and knowledge required to establish a social networking presence using social media tools and applications. The unit specifically identifies the requirements to review, compare and use different types of social networking tools and applications	*ICTWEB201 Use social media tools for collaboration and engagement*	**Observation checklist** ☐	
			Activity Sheets ✔	IDMT2ACT5
			Folio of Work ✔	IDMT2FOW3
			Quizzes ☐	
			Simulations ☐	
Project 6	**ICT_INTDOC_PROJ6 Integration in IT**			
Estimated duration	12 weeks	**Unit/s for which evidence will be gathered** *Mapping tool aligns evidence to performance and knowledge requirements, see Section 8.*	**Evidence-gathering techniques used** (More than one technique must be ticked for each unit or cluster of units)	**Evidence-gathering tool code**
Description *(summary)*	Integration in IT This is a clustered unit and	*ICTICT205 Design basic organisational documents using computing packages*	**Observation checklist** ✔	IDMT2OBS1
			Activity Sheets ✔	IDMT2ACT6

	competency will be awarded upon successful completion of all assessment tools. These units describe the skills and knowledge required to produce basic organisational documents using application software with organisational guidelines, procedures and policies. Manipulating, converting and integrating date between two or more different commercial software applications.	*ICTICT206 Install software applications* *ICTICT207 Integrate commercial computing packages*	**Folio of Work**	✓	IDMT2FOW4
			Quizzes	☐	
			Simulations	☐	

Project 7	**ICT_HARDPER_PROJ7 Connecting Hardware Peripherals**				
Estimated duration	8 weeks	**Unit/s for which evidence will be gathered** *Mapping tool aligns evidence to performance and knowledge requirements, see Section 8.*	**Evidence-gathering techniques used** (More than one technique must be ticked for each unit or cluster of units)		**Evidence-gathering tool code**
Description *(summary)*	This is a standalone unit. This unit describes how hardware peripherals are connected and tested to ensure that they meet the customer's requirement, how to obtain peripherals within an organisation and what is expected of hardware peripherals within a business situation.	*ICTSAS203 Connect Hardware Peripherals*	**Observation checklist**	✓	IDMT2OBS2
			Activity Sheets	☑	IDMT2ACT7
			Folio of Work	☐	
			Quizzes	☐	
			Simulations	☐	

Section 4   Work experience

The student handbook, subject selection books and other advertising material should state whether the RTO requires students to undertake work experience. Under the legislation, a work experience arrangement must be in writing, and must be made before the student starts a work experience placement (*Education (Work Experience) Act 1996*, effective as of November 2014).

If work experience forms part of the course, are the following conditions met?

- Is there a written agreement between the work experience provider and the RTO?
- Will the work experience provider offer realistic workplace experience relevant to this program?
- Has the work experience provider agreed to complete written third party reports for each student?

Relevant standards: 1.1, 1.5, 1.6(a), 1.8, 2.1, 5.2, 8.5

On what basis is work experience provided?		Not provided (Go to Section 5.)	NA
VET program/course requirement	☐	Student wants work experience	☐
RTO requirement	☐	Optional	☐

Business, company, or industry providing work experience opportunities for students			
Details of arrangements			
File location	Enter the pathway/s for the drive/folder location of the electronic copies of the work experience arrangements.		
Business name			
Contact name		**Written agreement**	☐
Position		**Realistic workplace experience**	☐
Phone/Mobile		**Third party report**	☐
Email			
Business name			
Contact name		**Written agreement**	☐
Position		**Realistic workplace experience**	☐
Phone/Mobile		**Third party report**	☐
Email			
Business name			
Contact name		**Written agreement**	☐

Position		Realistic workplace experience	☐
Phone/Mobile		Third party report	☐
Email			

Section 5   Trainers and assessors

Summarise the verifiable information from the staff profiles of your trainers and assessors. They must have equivalent vocational competency, relevant current industry skills, current knowledge and skills in vocational teaching and learning, and hold the required training and assessment qualification. The RTO must hold verifiable evidence that each of its trainers and assessors meet the requirements. At the end of Section 5, detail how any supervision arrangements are implemented and systematically monitored.

Relevant standards: 1.3(a), 1.6(b), 1.13, 1.14, 1.17–1.20 & Schedule 1

Trainers and assessors						
The RTO is required to have 'evidence to demonstrate that each trainer and assessor has the necessary [TAE] training and assessment competencies and the relevant vocational [industry] competency for each VET … unit of competency that they deliver and assess' — F2013L00160 Data provisions Requirements 2012 legislative instrument, part 3, DPR 5 under 5.1 (m).		Individual delivers under supervision *	Holds TAE40110	Trainer/Assessor currency held	Equivalent vocational competencies held for each unit	Relevant industry currency held
Unit of competency code and title	**Trainers/Assessors names**					
BSBWHS201 Contribute to health and safety of self and others	Melinda Marshall	☐	✔	☐	✔	✔
	Tonia Stocker	☐	✔	☐	✔	✔
	Vicki Cull	✔	✔	☐	✔	✔
BSBSUS201 Participate in environmentally sustainable work practices	Melinda Marshall	☐	✔	☐	✔	✔
	Tonia Stocker	☐	✔	☐	✔	✔
	Vicki Cull	✔	✔	☐	✔	✔
ICTICT201 Use computer operating systems and hardware	Melinda Marshall	☐	✔	☐	✔	✔
	Tonia Stocker	☐	✔	☐	✔	✔
	Vicki Cull	✔	✔	☐	✔	✔
ICTICT202 Work and communicate effectively in an ICT environment	Melinda Marshall	☐	✔	☐	✔	✔
	Tonia Stocker	☐	✔	☐	✔	✔
	Vicki Cull	✔	✔	☐	✔	✔
ICTICT203 Operate application software packages	Melinda Marshall	☐	✔	☐	✔	✔
	Tonia Stocker	☐	✔	☐	✔	✔
	Vicki Cull	✔	✔	☐	✔	✔

The RTO is required to have 'evidence to demonstrate that each trainer and assessor has the necessary [TAE] training and assessment competencies and the relevant vocational [industry] competency for each VET … unit of competency that they deliver and assess' — F2013L00160 Data provisions Requirements 2012 legislative instrument, part 3, DPR 5 under 5.1 (m).

Unit of competency code and title	Trainers/Assessors names	Individual delivers under supervision *	Holds TAE40110	Trainer/Assessor currency held	Equivalent vocational competencies held for each unit	Relevant industry currency held
ICTICT204 Operate a digital media technology package	Melinda Marshall	☐	✔	☐	✔	✔
	Tonia Stocker	☐	✔	☐	✔	✔
	Vicki Cull	✔	✔	☐	✔	✔
ICTWEB201 Use social media tools for collaboration and engagement	Melinda Marshall	☐	✔	☐	✔	✔
	Tonia Stocker	☐	✔	☐	✔	✔
	Vicki Cull	✔	✔	☐	✔	✔
CUADIG303 Produce and prepare photo images	Melinda Marshall	☐	✔	☐	✔	✔
	Tonia Stocker	☐	✔	☐	✔	✔
	Vicki Cull	✔	✔	☐	✔	✔
ICPDMT321 Capture a digital image	Melinda Marshall	☐	✔	☐	✔	✔
	Tonia Stocker	☐	✔	☐	✔	✔
	Vicki Cull	✔	✔	☐	✔	✔
ICTICT205 Design basic organisational documents using computing packages	Melinda Marshall	☐	✔	☐	✔	✔
	Tonia Stocker	☐	✔	☐	✔	✔
	Vicki Cull	✔	✔	☐	✔	✔
ICTICT206 Install software applications	Melinda Marshall	☐	✔	☐	✔	✔
	Tonia Stocker	☐	✔	☐	✔	✔
	Vicki Cull	✔	✔	☐	✔	✔
ICTICT207 Integrate commercial computing packages	Melinda Marshall	☐	✔	☐	✔	✔
	Tonia Stocker	☐	✔	☐	✔	✔
	Vicki Cull	✔	✔	☐	✔	✔

Trainers and assessors

The RTO is required to have 'evidence to demonstrate that each trainer and assessor has the necessary [TAE] training and assessment competencies and the relevant vocational [industry] competency for each VET … unit of competency that they deliver and assess' — F2013L00160 Data provisions Requirements 2012 legislative instrument, part 3, DPR 5 under 5.1 (m).

Unit of competency code and title	Trainers/Assessors names	Individual delivers under supervision *	Holds TAE40110	Trainer/Assessor currency held	Equivalent vocational competencies held for each unit	Relevant industry currency held
ICTSAS203 Connect hardware peripherals	Melinda Marshall	☐	✔	☐	✔	✔
	Tonia Stocker	☐	✔	☐	✔	✔
	Vicki Cull	✔	✔	☐	✔	✔
ICTICT210 Operate database applications	Melinda Marshall	☐	✔	☐	✔	✔
	Tonia Stocker	☐	✔	☐	✔	✔
	Vicki Cull	✔	✔	☐	✔	✔

Level of supervision and monitoring arrangements
* Must be completed if 'Individual delivers under supervision' has been selected

Vicki Cull is supervised by Melinda Marshall and Tonia Stocker. Melinda Marshall and Tonia Stocker are the assessors of the modules. Weekly meetings are held to cover content and ensure the validity across the course material. Collaboration and team teaching, with regular observations. Student's assessments are ratified and moderated by Melinda and Tonia.	*Only an individual with vocational competency and industry currency is permitted to deliver training under the supervision of a person who also holds competency, currency and formal trainer qualifications.*