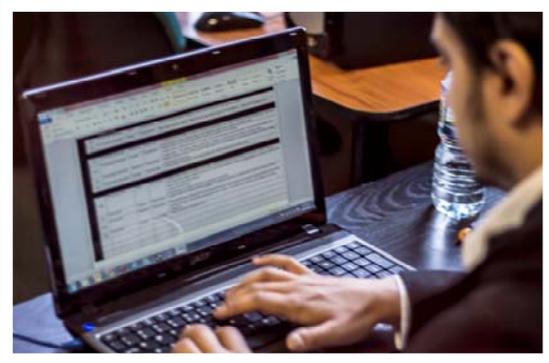


# KAL TRAINING



## Certificate II in Information, Digital Media and Technology (ICT20115)

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(TOID: 20815) KAL Multimedia Training trading as KAL Training

## MISSION STATEMENT

*“To provide Quality Education to Students in Small Groups”*

### Information for Students

KAL Training (TOID:20815) trading as KAL Training has a reputation for delivering quality educational programs and services to a diverse range of clients since their inception in 2000. Our organisation caters for the one-to-one and small group training situations, thus allowing more in-depth knowledge to be passed on to students in a range of areas such as multimedia, community services, training and assessment, business, information technology and work based training.

KAL Training teaching staff have recognised expertise in their fields, both in industry experience and training. They are skilled in Competency Based Training techniques, with empathy and understanding of the needs of people from many diverse and disadvantaged backgrounds, as well as for a variety of corporate industries’ needs, and consequently are able to pass on their wealth of knowledge to the students.

KAL Training’s staff members embrace the principle of continuous improvement in all aspects of the organisation’s work. Furthermore, they place emphasis on involvement from industry and community stakeholders in the development of course delivery and assessment strategies that meet the needs of learners. These include quality training facilities and up-to-date equipment used in presenting its courses, with the addition of flexible on-line learning as well as classroom and workplace delivery.

### Educational Standards



In accordance with the stringent requirements of Department of Education and Early Childhood Development, KAL Training maintains policies and management practices, which will ensure a high level of professional standards in the marketing and delivery of training services, and will always safeguard the interests and welfare of its clients.

As a member of ACPET (Australian Council of Private Education & Training), KAL Training abides by the Code of Ethics, as set out by the organisation. It is also a member of ACPET’s Tuition Assurance Scheme (ASTAS). ASTAS ensures that any Australian student displaced from a course, due to a member's inability to continue the course, is relocated efficiently and with minimal disruption to a comparable course with another member or approved provider.

KAL Training takes pride in its record of achievement and is committed to maintaining the highest professional standards of its trainers, and the quality of the training facilities and up to date equipment used in presenting its courses.

KAL Training has pride in their high level of compliancy within the Private and Public VET sector.

In 2012 KAL transferred its registration to the National regulator ASQA, allowing them to offer training to interstate clients.

Victorian and Commonwealth funding is available to Victorian residents (subject to eligibility) under Victorian Training Guarantee.

Keeping in mind the changing expectation of our clients, KAL Multimedia Training began trading as KAL Training (TOID 20815) in 2015.



## KAL TRAINING CENTRE & OFFICE LOCATION

PLEASE NOTE THE FOLLOWING OPENING HOURS FOR STUDENT ENROLMENTS:  
Brunswick - Tuesday to Thursday 8:00am to 4:00pm (Monday and Friday by appointment only)  
Student Queries – 1800 244 438 Monday to Friday

**Brunswick Campus: 2B Staley Street, Brunswick, 3056.**



Nearest Bus, Tram and Train Stops in **Brunswick** are:

- Bus: 508 Alphington stops on Blyth St (Moonee Ponds via Northcote & Brunswick)
- Tram: Tram 19 stops on intersection Sydney Rd and Blyth St (North Coburg to City - Elizabeth St)
- Train: Brunswick Train Station (Upfield Line) – about a 10 minute walk to KAL Training Office

### **Facilities and Disabled Access**

The training centre has been set up to cater for classes of small groups, 8-15 people, with the following facilities available:

- |   |   |
|---|---|
| High Performance Desktop Computers                | High performance laptops                                |
| Production Suites                                 | Sound and narration recording facilities                |
| Cinema, DSLR & HDV Cameras, scanners and printers | Disabled toilet facilities                              |
| Disabled chair lift access                        | Student Lounge – with tea/coffee and kitchen facilities |
| Ergonomic chairs & furnishings                    | Multiple training rooms                                 |
| Conference facilities                             |   |

# ICT20115 Certificate II in Information, Digital Media and Technology



## Description

This entry level qualification provides the foundation skills and knowledge to use information and communications technology (ICT) in any industry.

### Job roles

Possible job titles relevant to this qualification include:

- office assistant
- records assistant
- junior office support.

This qualification provides basic digital literacy skills to support a wide range of varying industry occupations.

## Pathways Information

### Pathways into the qualification

This is an entry level qualification.

### Pathways from the qualification

ICT30115 Certificate III in Information Digital Media and Technology, or a range of other Certificate III qualifications.

## Licensing/Regulatory Information

There is no link between this qualification and licensing, legislative or regulatory requirements. However users should confirm requirements with the relevant federal, state or territory authority. There may be some alignment with industry standard certification competencies.

## Entry Requirements

There are no entry requirements for this qualification.

### Packaging Rules

**Total number of units = 14**

**7 core units *plus***

**7 elective units**

The elective units chosen must be relevant to the work outcome and meet local industry needs.

## Course Outline.

Code	Description	Hours
BSBWHS201	Contribute to health and safety of self and others	20
BSBSUS201	Participate in environmentally sustainable work practices	20
ICTICT201	Use computer operating systems and hardware	60
ICTICT202	Work and communicate effectively in an ICT environment	40
ICTICT203	Operate application software packages	60
ICTICT204	Operate a digital media technology package	40
ICTICT205	Design basic organisational documents using computer packages	40
ICTICT210	Operate database applications	40
ICTWEB201	Use social media tools for collaboration and engagement	20
ICTWEB303	Produce digital images for the web	30
ICTSAS209	Connect and use a home based local wireless network	30
ICPDMT321	Capture a digital image	40
BSBCMM201	Communicate in the workplace	40
BSBCUS201	Deliver a service to Customers	40
	<b>TOTAL</b>	<b>520</b>

### Course Breakdown:

<b>Course Fees</b>	\$195 enrolment Fee plus tuition fee (Students eligible for Victorian Government subsidies \$0 or Fee for Service \$3640). These fees are subject to change during the year and amounts quoted are indicative only and can reduce if there are any credit transfers or Recognised Prior Learning (RPL) units.
<b>Target learners</b>	This entry level qualification provides the foundation skills and knowledge to use information and communications technology (ICT) in any industry.
<b>Duration</b>	5 months or 20 weeks full time training and 1 month or 4 weeks for assessment, a total of 6 months full time study.  8 months of training and 2 months of assessment for part time study one day a week and 1 day online study.
<b>Delivery</b>	The course is delivered in class one day a week and students are expected to complete 25 hours weekly towards their course and online learning if delivered online. We require at least one assignment per month to be completed.  If online delivery then the candidate must be working in the workplace where he / she can be assessed practically by a qualified supervisor. If not working in the work place then the candidate must make an arrangement to come in and do a number of practical tasks for a day.
<b>What this course is about and who it is for</b>	This course is for a candidate that needs to learn the basics on how to use a computer, from simple things such as how to copy and paste, surf the internet, send an email, create a user account for their iPad, iPhone etc.  Students will develop skills in Work place health and safety, environmentally sustainability, how to use an operating system, work effectively in an IT environment, Operate application software packages e.g. Word, Excel, Access, PowerPoint, Photoshop, Use social media tools for collaboration and engagement, access and use the internet and install software applications.
<b>Methods of Assessments</b>	Students are assessed through a range of assignments, practical work place tasks and written / oral quiz assessment.
<b>Assessment tasks</b>  <b>(Practical tasks, Quizzes and Oral assessments)</b>	<b>Assignments:</b>  <ol style="list-style-type: none"><li>1. BSBWHS201 Contribute to health and safety of self and others</li><li>2. BSBSUS201 Participate in environmentally sustainable work practices</li><li>3. ICTICT201 Use computer operating systems and hardware</li><li>4. ICTICT202 Work and communicate effectively in an ICT environment</li><li>5. ICTICT203 Operate application software packages</li><li>6. ICTICT204 Operate a digital media technology package</li><li>7. ICTWEB201 Use social media tools for collaboration and engagement</li></ol>

	8. ICTSAS209 Connect and use a home based local wireless network 9. ICPDMT321 Capture a digital image 10. ICTICT205 Design basic organisational documents using computer packages 11. ICTICT210 Operate database applications 12. ICTWEB303 Produce digital images for the web 13. BSBCUS201 Deliver a service to customers 14. BSBCMM201 Communicate in the work place
<b>Materials/Resources</b>	<b>Online System :</b> Catapult <b>Computer:</b> computer or laptop, camera, or iphone or android device with camera <b>Software:</b> Windows, MYOB trial, Virtual PC, Antivirus Software trial, search and destroy trial, Word, Excel, Access, AdobePhotoshop, PrimoPdf Creator. <b>Assessments:</b> Assignments are available on the online systems <b>Resource:</b> You tube videos.
<b>Extra requirements</b>	Students require a computer or laptop, internet access and a current email address.

## 2017 Course Fees and Charges

### IMPORTANT INFORMATION FOR STUDENTS:

#### **ENROLMENT FEE:**

These fees are charged annually and are as follows:

- Certificate IV and under - \$50 to \$195 enrolment fee
- Diploma and above – \$195
- School Based Apprenticeships or Traineeships - \$95 to \$195 enrolment fee

Students may also pay course fees. These course fees are calculated per nominal hour or may be capped. Payment Plans are available.

Two options for course fees are available.

- The *Skills First* Program - subsidies student course fees (eligibility applies)
- FEE FOR SERVICE (Full course fees)

#### **The Skills First Program**

*Not all students will be eligible for this funding.*

*“Courses delivered under Victorian government funding”*

Through the Skills First program, the Victorian Government is committed to providing high quality training that aligns with industry and community demands and workforce needs. Skills First sets a high benchmark for training quality, and is aimed at supporting the courses that are most likely to lead to employment.

To be eligible for the subsidy, you need to be a Victorian resident and meet the following criteria:  
Must meet one of the following citizen/residency status:

- Australian citizen
- Australian Permanent resident (holder of a permanent visa)
- A New Zealand citizen

And are any of the following:

- a young person under 20 years on 1 January 2017; or
- 20 years and older and ‘up-skilling’ by seeking to enroll in a course at a higher level than existing qualification
- Seeking to enroll in an approved Foundations Skills List course or seeking to enroll in an apprenticeship.

In 2017, you can enroll into two government subsidized courses as long as you are not doing any more than two government subsidised courses at a time. (These limits may not apply to Apprenticeships). You can only begin up to two government subsidised courses at the same qualification level (other than Foundation Skills) in your lifetime, regardless of whether you complete them. There is no lifetime limit on the number of Foundation Skills course you can begin. Please note that as at 25th November 2013, secondary school students (excluding School Based Apprentices and Trainees) are not eligible for funding. This includes students enrolled in any government, non-government, independent, Catholic or home school.

### **FEE FOR SERVICE students**

If you are not eligible for Government subsidised funding, you can still undertake a course, but would have to pay on a fee for service basis. The fees vary from \$4 to \$10 per nominal hour depending on course you are enrolling into.

The following table shows the tuition fees applicable as at 1<sup>st</sup> January 2017 under *Skills First Program* funding

Course	Skill Level	Fee per nominal hour (subject to change)
Business/Business Administration	Certificate II to IV	\$1.00 to \$2.00
	Diploma	\$1.00
Leadership and Management	Diploma and Advanced Diploma	\$1.00 to \$1.50
Bookkeeping	Certificate IV	Waived
Childcare/School Age Care/Community Services	Certificate II to IV	Waived
	Diploma and Advanced Diploma	Waived
Media and Information, Digital Media and Technology	Certificate II to IV	Waived
	Diploma and Advanced Diploma	Waived
Training Design and Development	Diploma	\$4.00

Depending on the selected course, there may be extra General Course fees such as text or reference books, first aid, food handling, final assessment fee, Catapult fees, general materials fee, etc.

\*If the *Skills First Program* reduces the subsidy of your course next calendar year, then there may be an increase in fees charged. If there are significant changes, we will inform you via written notifications.

### **Concessions**

Students can apply for concessions where they can prove that they are:

- receiving government benefits, pensions or allowances
- the dependant spouse of a person who is receiving government benefits, pensions or allowances or the dependent child of parents who are receiving government benefits, pensions or allowances.

The person in receipt of the government benefit must hold one of the following cards:

- Commonwealth Health Care Card    -Pensioner Card                      -Veteran's Gold Card

From 1st July 2012, Tuition Fee for Concession holders for Certificates II to IV will be charged at 20% of the hourly fee (see above table) that we would charge a non-concession government subsidised student in the same course. There are no concession fees applicable for Diploma and above courses, except for Koorie students.

Tuition fee waiver is available for job seekers who provide us with a Job Seeker Referral form from their Employment Service Provider (ESP). This confirms the Job network agency's intention to pay the students tuition fees. Enrolment fee and general materials fee are still charged to the student.