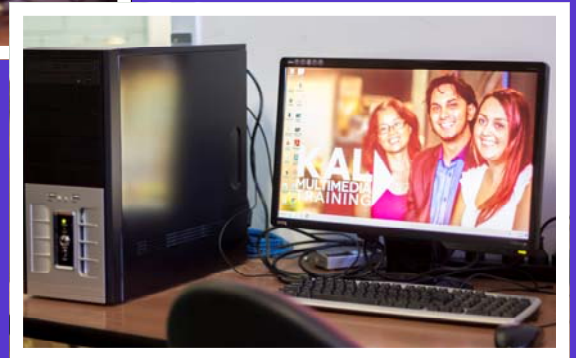
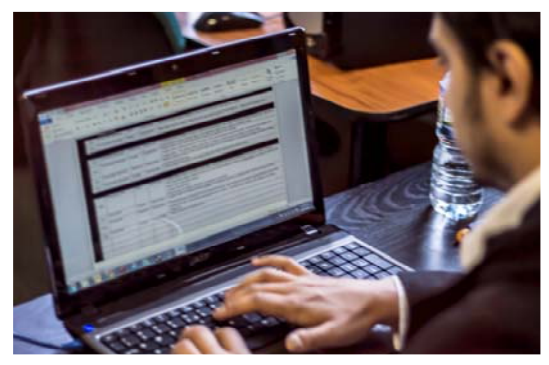


KAL TRAINING



Certificate III in Information, Digital Media and Technology (ICT30115)

Campus: 2B Staley Street, Brunswick, VIC 3056

Phone: 1800 244 438

FAX: (03) 9388 2111

Email: info@kaltraining.com.au

www.kaltraining.com.au

(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 | |

ICT30115 Certificate III in Information, Digital Media and Technology



Description.

This qualification provides the skills and knowledge for an individual to be competent in a wide range of general information and communications technology (ICT) technical functions and to achieve a degree of self-sufficiency as an advanced ICT user.

Persons working at this level will support information technology activities in the workplace across a wide range of ICT areas, including technical support, network administration, web technologies, software applications and digital media technologies.

Job roles

Possible job titles relevant to this qualification include:

- help desk officer
- help desk assistant
- ICT operations support
- ICT user support
- PC support
- technical support.

Pathways Information

Pathways into the qualification

Preferred pathways for candidates considering this qualification may include:

- after achieving ICT20115 Certificate II in Information, Digital Media and Technology, or other relevant qualifications or units equivalent to the core of ICA20111

OR

- with demonstrated vocational experience in a range of work environments using basic information technologies.

Pathways from the qualification

ICT40115 Certificate IV in Information Technology, or a range of other Certificate IV qualifications.

Entry Requirements

There are no entry requirements for this qualification.

Packaging Rules

Total number of units = 17

6 core units plus

11 elective units

Course Outline.

Units of Competency's	Hours
Core Units	
ICTICT301 Create user documentation	20
BSBSUS401 Implement and monitor environmentally sustainable work practices	40
ICAICT302 Install and optimise operating system software	20
BSBWHS304 Participate effectively in WHS communication and consultation processes	30
ICTSAS301 Run standard diagnostic tests	20
ICTICT202 Work and communicate effectively in an IT environment	40
Electives- Group A Application Electives (5)	
ICTICT307 Customise packaged software applications for clients	80
ICTICT409 Develop macros and templates for clients using standard products	60
ICTICT304 Implement system software changes	40
ICTICT203 Operate application software packages	60
ICTICT308 Use advanced features of computer applications	40
Electives-Group C Support Electives (5)	
ICTSAS303 Care for computer hardware	20
ICTICT303 Connect internal hardware components	20
ICTSAS306 Maintain equipment and software	20
ICTSAS304 Provide basic system administration	20
ICTSAS305 Provide IT advice to clients	40
Electives-Group D Web Technologies electives (5)	
ICTWEB301 Create a simple markup language document	30
BSBEBU401 Review and maintain a website	50
Electives- Group F Electives	
ICTICT306 Migrate to new technology	20
Total Hours	670

Course Breakdown:

Course Fees	\$195 enrolment Fee plus tuition fee (Students eligible for Victorian Government subsidies \$0 or Fee for Service \$4690). 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.
Target learners	Learners who have some skills in how to use a computer but want to work in a business office environment as an IT Assistant to an administrator providing technical support. This qualification is ideal to work in an office environment, PC store or for someone that wants to run his own small IT support business.
Duration	8 months of classes which includes, class one day a week and 4 day online study. 4 Months Assessment Total Duration of 12 months of Study
Delivery	The course is delivered in class one day a week and students are expected to complete 15 hours weekly towards their course at home. If online delivery then the candidate must be working in the workplace where he can be assessed practically by 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. We expect our online students to work on their assignments at least 3 days a week and submit at least one assignment per month.
What this course is about and who it is for	This course is for a candidate that wants to gain a broader scope of Information technology. Students will develop skills in Work place health and safety, environmentally sustainability, communication in an IT environment, User Documentation, Install and optimization of operating systems, Run standard diagnostic tests, Operate application software packages e.g. Word, Excel, Access, PowerPoint, Photoshop, Implement system software changes, develop macros and templates, care for hardware, build a computer, connect internal hardware, how to Provide IT advice to clients, create web pages, and migration of new technology.
Methods of Assessments	Students are assessed through a range of assignments, practical work place tasks and written / oral quiz assessment.
Assessment tasks	Assignments, Written Quiz / Oral Assessment and practical for each unit: <ol style="list-style-type: none">1. BSBWHS304 Participate effectively in WHS communication and consultation processes2. BSBSUS301 Implement and monitor environmentally sustainable work practices3. ICTICT202 Work and communicate effectively in an ICT environment4. ICTICT301 Create user documentation5. ICTSAS301 Run standard diagnostic tests

<p>Assessment tasks (cont'd)</p>	<ol style="list-style-type: none"> 6. ICTICT203 Operate application software packages 7. ICTICT304 Implement system software changes 8. ICTICT307 Customise packaged software applications for clients 9. ICTICT308 Use advanced features of computer applications 10. ICTICT409 Develop macros and templates for clients using standard products 11. ICTICT303 Connect internal hardware component 12. ICTSAS303 Care for computer hardware 13. ICTSAS304 Provide basic system administration 14. ICTSAS305 Provide ICT advice to clients 15. ICTSAS306 Maintain equipment and software 16. ICTICT306 Migrate to new technology 17. ICTWEB301 Create a simple markup language document 18. BSBEBU401 Review and maintain a website
<p>Materials/Resources</p>	<p>Text Book/s: ICA30104 Information Technology Client Support Essentials Second edition. John Olekaln, Daniel Smith, Ian Kenny, Kellie Hughes. The Tertiary Press Information Technology Series. Isbn: 9780864588289 Href: http://www.pearson.com.au/products/_/N-/?sq=Create+user+documentation&_ps=29861 Units Covered: ICAICT306A Migrate to new technology ICAICT303A Connect internal hardware component ICASAS306A Maintain equipment and software ICASAS304A Provide basic system administration Manage Customer Relationships.</p> <p>Information Technology Software essentials 2nd ed. Kellie Hughes, Ian Kenny, John, Olekalns, Mary Wilson. Isbn: 9781442505339 Units Covered: ICAICT304A Implement system software changes ICAICT307A Customise packaged software applications for clients ICAICT308A Use advanced features of computer applications</p> <p>Information Technology IT Essentials Second Edition John Olekalns, Kaye Burton, Frixosloannides, Daniel Smith, Ian Kenny ISBN: 9780864588197 Units Covered: ICAICT301A Create user documentation BSBWHS304A Participate effectively in WHS communication and consultation processes ICAICT302A Install and optimise operating system software ICASAS301A Run standard diagnostic tests ICASAS303A Care for computer hardware ICASAS305A Provide IT advice to client</p> <p>ICAS3024B Provide basic system administration Learner Guide Edition 1st</p>

<p>Materials/Resources (cont'd)</p>	<p>ISBN 9780733990298 ISBN 10 0733990290 Published 05/03/2008 Published by: Pearson Australia Unit Covers: ICASAS304A Provide basic system administration</p> <p>ICAB3018A Develop macros and templates for clients using standard products Learner Guide By Scope Published 14/11/2007 ISBN 9780733990144 Published by: Pearson Australia Unit Covers: ICAICT409A Develop macros and templates for clients using standard products</p> <p>ICAB4135A Create simple mark-up language document to specification Learner Guide By Scope Published 25/10/2007 ISBN 9780733990380 Unit covers: ICAWEB301A Create a simple markup language document</p> <p>Computer: computer or Laptop, parts of a computer, printer, scanner, router, hub, switch, modem, printer, video camera, network cabling, speakers, digital camera, video camera, Software: Windows, MYOB trial, Virtual PC, Antivirus Software trial, search and destroy trial, Word, Excel, Access, Photoshop Assessments: KAL Assignments will be emailed to the student Resource: You tube videos.</p>
<p>Extra requirements</p>	<p>Students must have access to the internet, a current email address, Portable hard drive to submit virtual operating system for assessment.</p> <p>Computer I7 Processor that has 4 cores and 8 threads.</p> <p>VMWare Workstation Player Version 12 – Free. (Virtual Machine Software)</p> <p>Trial Version of an Operating system.</p> <p>Microsoft Encoder screen recorder to record practical work using virtual machine.</p>
<p>Online Learning System</p>	<p>Students use the Catapult e-learning system as a source of your learning material, assessment and tracking of progress</p> <p>Catapult login http://elearning.kalmultimedia.com.au</p>

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 1st 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.