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 Training Organisation ID: 3693  
 Reg No: A0016717P  
 ABN: 29 756 088 003

A Neighbourhood House delivering Adult Community Education

## Certificate II in Information Technology ICA20105

### Frequently Asked Questions – July – Dec 2011

#### What will I be learning with the Certificate II in IT?

These courses are an ideal way to become accredited in computer usage and successfully operate the software most commonly used in business today. A recognised standard for all job seekers in the office environment. Level 2 units cover: advanced applications of MS Office; using multimedia; capturing and manipulating digital images; basic HTML coding for web pages; connecting and operating hardware; using business technology; communicating in the workplace; OH&S, working effectively in an IT environment with hardware and software.

#### Do I need to do Certificate I first?

Yes. Although if you don't have your Certificate I you can save time by starting the level 1 units at the same time as you study the level 2 units. *Please see our timetable for full details.*

#### What if I already have my Certificate I in IT.

If you have completed your Certificate I with Longbeach PLACE in 2009/2010, you can complete Certificate II with us. We can match up a number of your level 1 units and give you credit for them. Your class fees will be reduced accordingly. If you did your Cert. I in IT before 2009, we will need to check the units you completed and match them up.

#### How is the course structured?

**The Certificate II in Information Technology consists of 14 units.**

**Once you have completed your Cert I In Information Technology, you will have gained the following three units towards the Cert II in IT. You will be given a credit transfer.**

ICAU1128B	Operate a personal computer (this unit is a pre-requte for Cert II in IT ICA20105)
BSBWOR204A	Use business technology
ICAU2006B	Operate computing packages (equivalent to the units in Word-processing, Spreadsheets, Database)

**After gaining your first three units from the Certificate I in IT, you will have 12 units to complete:**

#### Workplace Skills in OHS & Communication

ICAW2002B	Communicate in the workplace
BSBCMNI06A	Follow workplace safety procedures
ICAD2003B	Receive and process oral and written communication

#### Advanced Applications of MS Office

ICAU2013B	Integrate commercial computing packages
ICAD2012B	Design organisational documents using computing packages

#### Multimedia units in Computing

ICPMM321B	Capture a digital image
CUFDIG302A	Author interactive sequences
CUFDIG303A	Produce and prepare photo images

#### Working in an IT Environment

ICAU2005B	Operate computer hardware
ICAW2001B	Work effectively in an IT environment
ICAU2231B	Use computer operating system
ICPMM263B	Access and use the internet

#### How long will it take to complete?

Starting with the beginner units from the Certificate I level, It takes approximately 22 weeks in class to complete, July – December. *Please see our timetable for full details.*

**Get more for your time and money by studying more than one qualification at a time. We have several courses that share common units. This allows students to gain a number of qualifications in a shorter timeframe.**

## Frequently Asked Questions – for Accredited Training 2011

### **How much will it cost me?**

The cost to complete both Cert I & Cert. II is \$535 (\$285 concession). Fee for service cost is \$3,950 if you are not a permanent Australian resident/citizen, or approved visa holder. If you have completed your Cert. I IT subjects with Longbeach PLACE during 2009/10 your fees will be reduced accordingly (\$375 or \$225 concession).

### **I have a Health Care Card, are there any concessions?**

Students with a Health Care Card or Pensioner Concession Card in the family are required to provide a copy of the card to qualify for the concession rate. The concession rate cannot be claimed if fees are paid by a third party.

### **Is there anything extra to pay?**

An Annual Membership Fee of \$20 applies. For qualification in Information Technology, students are required to purchase a student workbook for the cost of \$66 (inc, GST). The invoicing of any payments will attract an administrative fee of \$5.50 (including GST)

### **Can I pay off my class fees?**

Yes. You may pay by instalments if needed – on the understanding that you are committed to continue once you have a place. Please speak to the programming staff to arrange payments and to sign your payment agreement.

### **Do I need my own computer?**

Students doing units in computing will need access to a computer and the internet, out-of-class time, for revision and practice. We have a limited number of places for computer access at no extra cost to students completing accredited training. Computers are also available at local libraries for community use.

### **Is there any homework?**

Yes. Students will be required to complete a certain amount of homework, revision and assignments away from class. The time involved is often equivalent to the time spent in class.

### **Are there any tests?**

All nationally accredited courses require student assessment. Students will be assessed throughout the course by a variety of means: the completion of set work; small projects; questionnaires, assignments etc.

### **Where do these courses lead me?**

On successful completion of their course, students will have gained skills and knowledge for the workplace or for further study. Students have the option of going onto a higher Certificate levels or Diploma.

### **Who will be teaching?**

Longbeach PLACE employs qualified tutors, who are experienced in working with adult learners to conduct the teaching and assessment.

### **What qualification will I receive?**

This is a nationally recognised Vocational Education and Training (VET) course. Longbeach PLACE is registered as a provider of accredited training by the Victorian Qualifications Authority. On successful completion of the qualification, students will be issued with a certificate when all results have been recorded. If the full qualification has not been completed, a statement of attainment may be requested for individual units and sent out at end of the semester.

### **Is there any Recognition of Prior Learning (RPL)?**

Recognition of prior learning and current competencies is available if you believe you have the requisite skills and would like a formal qualification. Relevant documentation will need to be prepared by you and presented as evidence of current competencies in relation to the elements covered in the course. More information upon application.

### **How do I get a place in class?**

**Please apply for a place in class early as numbers are limited.** To be eligible for our Government Funded Training places, you must be a permanent Australian Resident/Citizen and must be skilling up to a higher Australian qualification than you already hold. For more information about eligibility please visit Skills Victoria web site: <http://www.skills.vic.gov.au/get-training/get-funding> . *If you are not eligible please check our fee-for-service prices.*

Applications are made directly to Longbeach PLACE by speaking to Programming staff. All participants are required to fill in and sign a registration form available from our office or we site at [www.longbeachplace.org.au](http://www.longbeachplace.org.au) . If you require more information regarding course suitability please speak with programming staff. Once your application has been approved a \$60 deposit is needed to hold your place in class. To retain the place full fees are due 14 days prior to commencement. Payments can be made by phone using credit card; mail using cheque or credit card; or in person during office hours.

### **What are the hours for course applications and payments?**

Monday to Wednesday 9.30 am – 3 pm; Thursday & Friday 9.30 am – 12 noon.

**Location:** 15 Chelsea Road, Chelsea

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