



Certificate II in Information Technology NTIS ICA20105

The AIT Standard:

The Academy of Information Technology was founded to combat a shortage of professionals in the Australian interactive media industry, and prepare graduates with unique and relevant skills which are highly regarded both in industry and for undertaking further study.

The Academy is proud to provide courses with a practical base, utilising the latest technologies in a modern, friendly and open environment. With close contacts to industry partners and unique technology like the Motion Capture suit to create realistic human movement, and the VIRTTOOLS 3D Prototyping Engine, AIT's graduates have skills that can be easily applied in a wide range of industries.

The practical focus of AIT's programs ensures that graduates can perform in their chosen vocations. Students are encouraged to build their professional portfolio that will be guaranteed to impress future employers and clients.

The student body at AIT is diverse. During students' time at AIT, they learn much from the experiences of others they study alongside. Students at AIT present a range of academic focuses, cultural backgrounds, life ambitions and career aspirations. The class sizes are intentionally kept small to ensure that all students get the individual attention that they deserve, and the opportunity to benefit from better relationships amongst students and teachers alike.

Located in the vibrant heart of the city, AIT students benefit from close ties with industry, and the diverse range of facilities available to students in the area. AIT is in close proximity to features like Central Station, China Town, Darling Harbour, a short bus trip from the Circular Quay, and a multitude of other entertainment and recreational facilities.

At the conclusion of their studies, students will be proficient in the area of IT that they choose to focus on, whether that is multimedia applications, software development & design, or E-Business. AIT's Multimedia programs are fully accredited by the Vocational Education & Training Administration Board (VETAB), and AIT is also a member of the Australian Council for Private Education & Training (ACPET), Game Developers Association of Australia (GDAA), Australian Interactive Media Industry Association (AIMIA), and Graphic Arts Services Association of Australia (GASAA).

IT Fundamentals at AIT:

This qualification provides the foundation Information Technology (IT) skills and knowledge for an individual to be an effective IT user or employee. This includes fundamental IT knowledge and skills base which are generally prerequisites for most other higher qualifications in ICA05. In addition to practical hardware and software skills, this qualification includes soft skills such as workplace safety and communication.

AIT's Certificate II in Information Technology is under the Australian Quality Training Framework (AQTF) and is comprised of the following units of competency that AIT has chosen to deliver:

AIT Subject (competency cluster)

* Code	Unit of Competency
<u>Workplace Skills</u>	
c BSBCMN106A	Follow workplace safety procedures
c ICAU2005A	Operate computer hardware
c ICAU2231A	Use computer operating system
c ICAD2012A	Design organisational documents using computing packages
c ICAU2006A	Operate computing packages
c ICAU2013A	Integrate commercial computing packages
c ICAW2001A	Work effectively in an IT environment
c ICAW2002A	Communicate in the workplace
p ICAU1128A	Operate a personal computer
<u>Client Support</u>	
e ICAI2015A	Install software applications
e ICAS2014A	Connect hardware peripherals
e ICAD3218A	Create user documentation
e ICAS2009A	Interact with clients
e ICAS2016A	Record client support requirements
e ICAW2011A	Work individually or as a team member to achieve organisational goals
<u>IT Fundamentals</u>	
u	underpins elective competencies

* c = Core e = Elective p = Pre-requisite u = Underpinning



Industry Standard Training:

The Academy of Information Technology strongly believes in teaching students skills that will be useful to them and relevant in the workplace. Therefore, we train students in how to use the software that is used by industry. For these IT fundamentals, students learn to use MS Office, OpenOffice, Adobe Acrobat and other contemporary business applications.

Intake Dates:

AIT's next intakes for this qualification are:

- 4th January 2010
- 8th March 2010
- 3rd May 2010
- 5th July 2010
- 30th August 2010
- 25th October 2010

Career Opportunities:

The Certificate II in Information Technology provides foundation general computing and employment skills that enable participation in an information technology environment in any industry. Small to medium enterprises (SMEs) will find the contents of this qualification useful at an ICT user level. In its own right this qualification could equip an individual to undertake roles such as office assistant or to work in records management at a junior level; however its usefulness is most likely to be found in supplementing functions in roles prevalent in other industries.

Practical Component:

AIT recognises the importance of a solid, practical skill base especially in an industry such as this. Assessment in practical components is ongoing and is the core of the measure of student's overall competency.

Entry Requirements:

A number of units of competency require the prerequisite:

ICAU1128A - Operate a personal computer

However, this unit of competency is offered as part of this qualification and is delivered and assessed during the first week of the program.

As all lessons and assessments are conducted in English, an adequate level of English is strongly recommended. This includes suitable levels of competence in reading, writing, and comprehending the English language. International students must comply with DIMIA requirements and should have an IELTS or equivalent score of 5.5 or above.

University Advanced Standing:

AIT's courses are widely recognised by Australian Universities as being of comparable quality to their own. Consequently, AIT has advanced standing agreements with many of Australia's most reputable Universities.

Recognition of Prior Learning:

Recognised Prior Learning (RPL) is also considered for students who are applying to AIT, who have completed Certificate, Diploma or Degree programs elsewhere. AIT recognises the AQF qualifications and statements of attainment issued by any other registered training organisation. Proof of qualification or experience must be sighted. Note also, RPL must be applied for by students within their first two weeks of commencement. Any applications for RPL may not be considered after this time. Further information regarding RPL or Credit Transfer is located in the *Student Handbook* found on our website.

Student Assistance:

Students having difficulties due to language, literacy and numeracy may seek assistance, be assessed and counselled. External professional counselling can and will be arranged when necessary.

Duration:

Eight consecutive weeks of 20 hours face to face teaching per week

Pricing Schedule 2008:

Local Students: \$2,500

International Students: \$3,000

All Students: Enrolment Fee - \$200

International Student Services:

Overseas Student Health Cover - \$374 p.a.
(OSHC is a compulsory requirement of a student's visa. This is a service provided by AIT for students who have not yet arranged their own cover.)

Home stay Placement - \$160 (+gst)

Airport Pickup \$120 (+gst)

All prices are subject to change at the discretion of AIT. Please contact AIT to ensure current prices match this document.