General course information

Applications
Entry is by application through the school by November 2010.

Enrolment
Students will be advised by their VET co-ordinator where and when classes start. Students are advised to bring along a pen, their Form number and proof of identity which may include a passport, learners permit, Keypass ID card, Consumer Affairs Victorian Proof of Age card – with photograph, Australian Government issued ID card – with photograph or birth certificate.

The VETiS instructor will advise students on how to enrol. After enrolment students will receive a student ID card and a student diary.

Course and material fees
Students are advised to contact the Careers Practitioner or VET Program Coordinator in their school.

Attendance
Students are required to attend campus on the days of their program, during school terms.

Course dates
February to October. Normal school term breaks and public holidays apply.

Assessment
Assessment is based on competency, which is the ability to demonstrate specific skills, and a combination of observation, discussion and practical application projects. Written tests may also be required.

ACT NOW! Call 03 9564 1555
www.holmesglen.edu.au

Pathways explained...

Information Technology

Programs for school students

Chadstone campus
Batesford Road, Chadstone
(P.O. Box 42 Chadstone 3148)
Telephone 03 9564 1555

Moorabbin campus
468 South Road, Moorabbin
(P.O. Box 42 Moorabbin 3148)
Telephone 03 9564 1555

Waverley campus
585 Waverley Road, Glen Waverley
(P.O. Box 42 Moorabbin 3148)
Telephone 03 9564 1555

The information contained in this newsletter was current at the time of printing and is subject to change without notice. Availability of courses is dependent upon Government funding and student demand. Due to re-accreditation changes may occur to the content and/or name of certain courses. Prospective students are advised to confirm details with Holmesglen prior to enrolment. It is recommended that information be verified prior to being acted upon. July 2010 © Holmesglen Institute of TAFE. Holmesglen is the trading name of Holmesglen Institute of TAFE.
VET in School Programs

The Vocational Education and Training in Schools (VETiS) Programs aim to prepare students for further education, training and employment. Students who complete a VETiS course are awarded a nationally recognised certificate of qualification and VETiS courses can make up part of a VCE. For further details, visit www.holmesglen.edu.au/VETiS.

To enrol in a VETiS course students must be older than 14 years and 10 months, and be enrolled as a full time student in a secondary school. Students can only enrol in a VETiS program through their school.

VET certificates contribute to a students ATAR score. Some certificates offer an examination which is held during the VCE examination period and provide a study score; other certificates provide block credit which is used to enhance an ATAR score.

Advantages of a VET Certificate:
- a nationally recognised qualification
- improved employment prospects
- credits towards further qualifications
- experience in industry

Certificate III in Information Technology (Partial)

Please note: This is a partial certificate. To complete the certificate further study is required.

Course length
2 years

Timetable
Wednesday 9.00am - 1.00pm

Location
Chadstone campus

Course description
This program is an entry level qualification for further studies in information and communication technologies (ICT). It provides foundation level, general computing and employment skills that enable participation in an information technology environment in any industry. Small to medium enterprises will find the content of this qualification useful at an ICT user level. In its own right such a 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.

At the completion of the first year of study, students will be eligible to receive the Certificate II in Information Technology. Further studies outside of the VET in schools environment need to be completed at the end of the second year to obtain the Certificate III in Information Technology.

Subjects
Units 1 & 2
- Follow workplace safety procedures
- Design organisational documents using computing packages
- Operate computer hardware
- Operate computing packages
- Integrate commercial computing
- Use computer operating system
- Work effectively in an IT environment
- Communicate in the workplace
- Receive and process oral and written communication
- Install software applications
- Connect hardware peripherals
- Detect and protect from spam and destructive software
- Work individually or as a team member to achieve organisational
- Access and use the internet

Units 3 & 4
- Create user documentation
- Install and optimise operating system software
- Run standard diagnostic tests
- Apply occupational health and safety procedures
- Provide advice to clients
- Use advanced features of computer applications
- Customise packaged software applications for clients

Contribution to the VCE and VCEAL
Student will be eligible to receive credits for two units at units 1 & 2 level, and two units at 3 & 4 level. Students may elect to undertake a Scared Assessment, to receive a contribution to the Australian Tertiary Admission Rank (ATAR), and to gain a study score.

Further training and employment opportunities
On completion of the program, students may further their education with a Certificate IV in IT (General), Certificate IV in IT (Websites) or a Diploma in IT in the following areas- Software Development, Networking or Multimedia.

Career Interests
- Website development
- Games development
- Games programming
- Programming engineering
- Software applications
- Software architecture
- Network engineering
- Systems engineering
- Intranet engineering
- Integration analysis
- Multimedia design

Pathway Programs

Pathways provide students with the opportunity to commence training in their chosen industry while still attending secondary school. All programs are delivered on campus at Holmesglen in specially designed facilities, where an emphasis is placed on providing hands on and practical training wherever possible.

Students will gain the skills and knowledge relevant to their chosen industry, and will complete modules taken directly from the corresponding Certificate I or II programs. Pathways programs are not suitable for students under 15.

Certificate I Information Technology

Course length
1 semester (Students undertake approximately 210 hours of study)

Timetable
Friday 8.30am - 5.00pm

Location
Mount Waverley campus

Course description
This is a Year 10 program has been designed by Holmesglen and Youth Connect and offers students an opportunity to commence study at the certificate level while still at school. Students may pursue individual interests while obtaining broad entry level training by selecting one of four hands on specialist streams- Digital Video, Digital Photography, Animation or Web Page Design. Students will undertake training at Holmesglen one day per week with the option of a work placement during the term break.

Subjects
- Operate a personal computer
- Operate a word processing package
- Send and retrieve information using web browsers and email
- Apply techniques to produce digital images
- Operate a presentation package
- Capture a digital image
- Integrate commercial computing packages

Further training and employment opportunities
At completion of the course, students may continue on to study the Certificate II in Information Technology (available as a VCE subject or VET program). Upon completion of the Certificate II in Information Technology students may articulate into a range of programs available at Holmesglen, including Certificate IV in Information Technology and Diploma of Information Technology, with specialist streams in networking, software development, systems administration and multimedia.

Through this range of nationally recognised qualifications students may pursue a variety of career opportunities, including network engineer, solutions architect, games developer, software design engineer, internet administrator and computer salesperson.

Stacey

While completing her VCE, Stacey began studying a VET in schools program. She decided to study a VET in schools program because it provided her with an opportunity to try a career area of interest.

She enjoyed the friendly learning environment, supportive teachers and the hands on learning approach.

After completing her VCE, Stacey decided to continue her studies at Holmesglen. She is currently completing a Diploma and working within her industry while she completes her studies.