



Ripponlea Institute

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COURSE GUIDE 2023

Vocational Education & Training Delivered to Secondary School Students



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Ripponlea Institute encourages Structured Workplace Learning (SWL) as a valuable component of any VET program.

SWL involves on-the-job training in which students are required to master a designated set of skills and competencies related to VET programs. SWL complements the training undertaken at the school. It provides the context for:

- Enhancement of skills development
- Practical application of industry knowledge
- Increased employment opportunities

All hours listed are Nominal Hours, taken from the relevant Purchasing / Nominal Hours Guide.



ABOUT US

Ripponlea Institute is a Registered Training Organisation providing national qualifications in a range of areas, specialising in the delivery of quality VETDSSS programs. We work closely with our partner schools through auspicing arrangements to support them to deliver their VETDSSS programs. We are also a provider of the TAE40116 Certificate IV in Training and Assessment. We tailor our courses and delivery models to the context of the learner, whether this be teachers or those in industry.

We work closely with partner schools to support the delivery of quality programs that are contextualised and meaningful for young learners, providing support to teachers, assessment materials, learner resources and ongoing professional learning opportunities.

We pride ourselves on the positive rapport we have with school management and teaching staff, and strive to ensure a personalised approach when working with individual schools, teachers and students. We are passionate about delivering accessible and high-quality nationally recognised training within the secondary school context to ensure vocational pathways and successful outcomes for young people. We recognise the individuality of organisations and work to provide support and services that are tailored to meet the specific needs and requirements of our clients.



ARE YOUR TEACHERS VET READY?

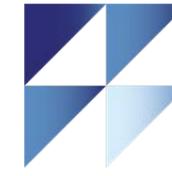
Grow your TAE qualified staff as you grow your VET program offering

Ripponlea Institute (RTO 21230)
Specialist TAE40116 Certificate IV in Training & Assessment
provider for secondary schools.

- A personalised approach
- Contextualised course materials
- Ongoing support for teachers

Enquire today at www.ripponleainstitute.com





22480VIC CERTIFICATE II IN SMALL BUSINESS (OPERATIONS/INNOVATION)



QUALIFICATION: 12 units of competency (8 Core, 4 Elective)



COURSE DURATION: 2 years

The Certificate II in Small Business provides students with the key knowledge and skills required in small business workplaces. Students learn to work effectively within small business contexts across a range of industry sectors, developing the skills, knowledge and attributes to support safe and sustainable small business operations, support the daily financial management of small business operations, apply effective communication, creative thinking and problem-solving techniques to underpin co-operative relationships, and support the implementation and review of innovation and change within a small business context.



* This unit has a prerequisite



22480VIC CERTIFICATE II IN SMALL BUSINESS (OPERATIONS/INNOVATION)

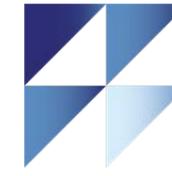
UNITS OF COMPETENCY

CORE UNITS

		(HRS)	VIC	WA
VU22520	Contribute to small business operations and innovation	50	N/A	
VU22521	Develop elementary skills for small business environments	50	N/A	
VU22522	Identify small business policies and procedures*	40	N/A	
VU22523	Undertake basic market research and promotion for a small business product or service	60	N/A	
VU22524	Participate in small business quality processes	25	N/A	
VU22525	Assist with the presentation of public activities and events	25	N/A	
VU22526	Follow procedures for routine financial activities of a small business	20	N/A	
BSBWHS201	Contribute to health and safety of self and others	20		20

ELECTIVE UNITS AVAILABLE

VU22527	Contribute to small business planning	40	N/A	
BSBWOR202	Organise and complete daily work activities	20		15
SITXCCS006	Provide service to customers	25		25
BSBCRT301	Develop and extend critical and creative thinking skills	40		40
BSBINN201	Contribute to workplace innovation	35		20
BSBSUS201	Participate in environmentally sustainable work practices	20		10
ICTWEB201	Use social media tools for collaboration and engagement	20		20
FNSFLT301	Be MoneySmart	40		35
BSBPRO301	Recommend products and services	20		20



BSB10120 CERTIFICATE I IN WORKPLACE SKILLS



QUALIFICATION: 6 units of competency (2 Core, 4 Elective)



COURSE DURATION: 1 year

The Certificate I in Workplace Skills provides students with the basic knowledge and skills required to be ready to enter the workforce. Students prepare themselves for entry into an industry of their interest and gain perspectives on the everyday requirements of workplaces. They develop the skills to communicate and work effectively within a workplace, manage their time, work with others and use technology in everyday ways in the work setting.



BSB10120 CERTIFICATE I IN WORKPLACE SKILLS

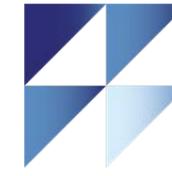
UNITS OF COMPETENCY

CORE UNITS

		(HRS)	VIC	WA
BSBOPS101	Use business resources		15	20
BSBPEF101	Plan and prepare for work readiness		20	20

ELECTIVE UNITS AVAILABLE

BSBPEF202	Plan and apply time management		20	15
BSBWHS211	Contribute to the health and safety of self and others		20	15
FSKLRG011	Use routine strategies for work-related learning		15	10
FSKDIG002	Use digital technology for routine and simple workplace tasks		10	10
FSKOCM006	Use oral communication skills to participate in workplace teams		10	10
BSBTEC101	Operate digital devices		20	20
BSBTEC203	Research using the internet		30	25
BSBTEC202	Use digital technologies to communicate in a work environment		20	20
BSBSUS211	Participate in sustainable work practices		20	30
BSBOPS201	Work effectively in business environments		30	25
BSBTWK201	Work effectively with others		40	35
BSBCMM211	Apply communication skills		40	35
BSBCRT201	Develop and apply thinking and problem-solving skills		30	25



BSB20120 CERTIFICATE II IN WORKPLACE SKILLS



QUALIFICATION: 10 units of competency (5 Core, 5 Elective)



COURSE DURATION: 1-2 years

The Certificate II in Workplace Skills provides students with the necessary knowledge and skills for the workplace. Students learn to perform a range of tasks using practical skills and fundamental operational knowledge in a range of job roles. They develop the skills to communicate effectively within a workplace, becoming aware of their own strengths and weaknesses, planning and managing their time and work tasks, and contributing to teams to solve problems and work effectively.

BSB20120 CERTIFICATE II IN WORKPLACE SKILLS

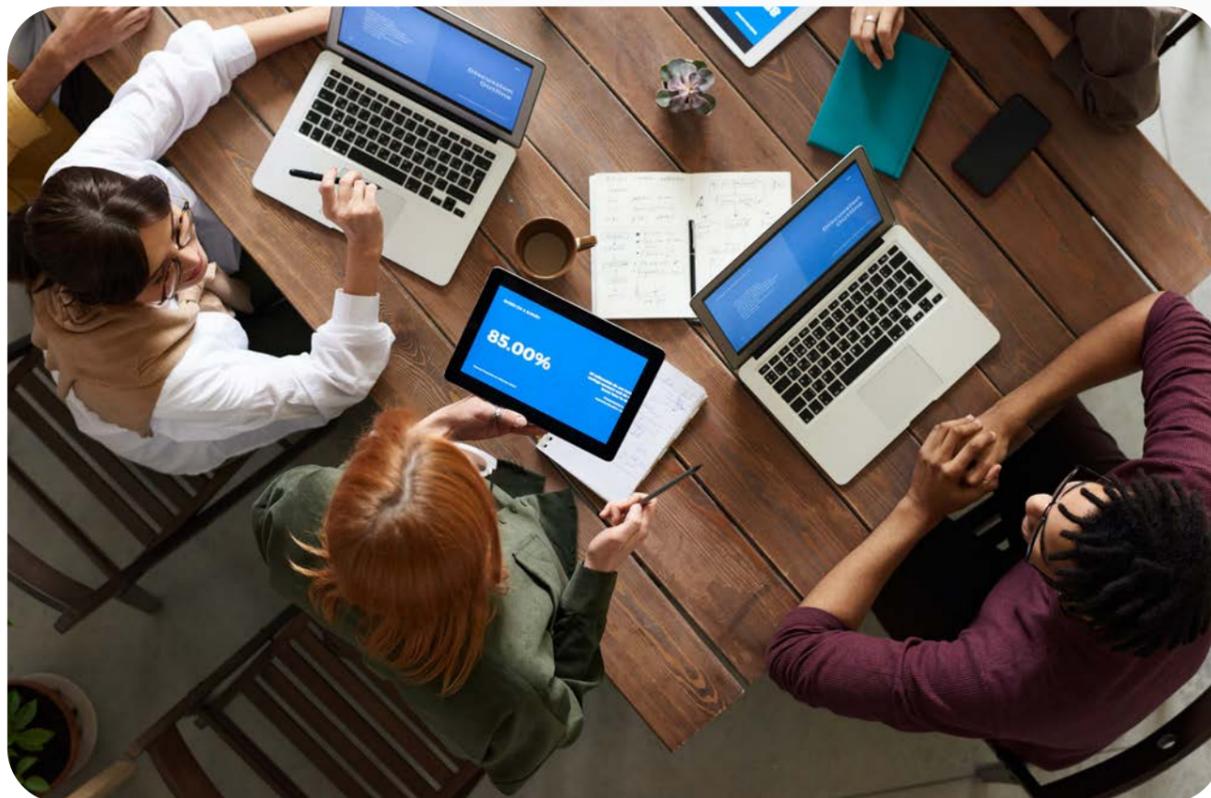
UNITS OF COMPETENCY

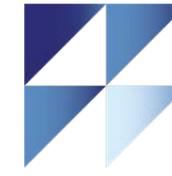
CORE UNITS

		(HRS)	VIC	WA
BSBCMM211	Apply communication skills	40	35	
BSBOPS201	Work effectively in business environments	30	25	
BSBPEF202	Plan and apply time management	20	15	
BSBSUS211	Participate in sustainable work practices	20	30	
BSBWHS211	Contribute to the health and safety of self and others	20	15	

ELECTIVE UNITS AVAILABLE

BSBCRT201	Develop and apply thinking and problem-solving skills	30	25	
BSBPEF302	Develop self-awareness	30	25	
BSBPEF201	Support personal wellbeing in the workplace	50	45	
BSBTEC101	Operate digital devices	20	20	
BSBTEC201	Use business software applications	60	55	
BSBTEC202	Use digital technologies to communicate in a work environment	20	20	
BSBTEC203	Research using the internet	30	25	
BSBPEF101	Plan and prepare for work readiness	20	20	
BSBTWK201	Work effectively with others	40	35	
BSBOPS202	Engage with customers	100	90	
FSKDIG002	Use digital technology for routine and simple workplace tasks	10	10	
FSKDIG003	Use digital technology for non-routine workplace tasks	15	15	
FSKWTG006	Write simple workplace information	15	15	
FSKWTG009	Write routine workplace texts	15	15	
FSKLRG011	Use routine strategies for work-related learning	10	10	
FSKOCM006	Use oral communication skills to participate in workplace teams	10	10	





BSB30120 CERTIFICATE III IN BUSINESS

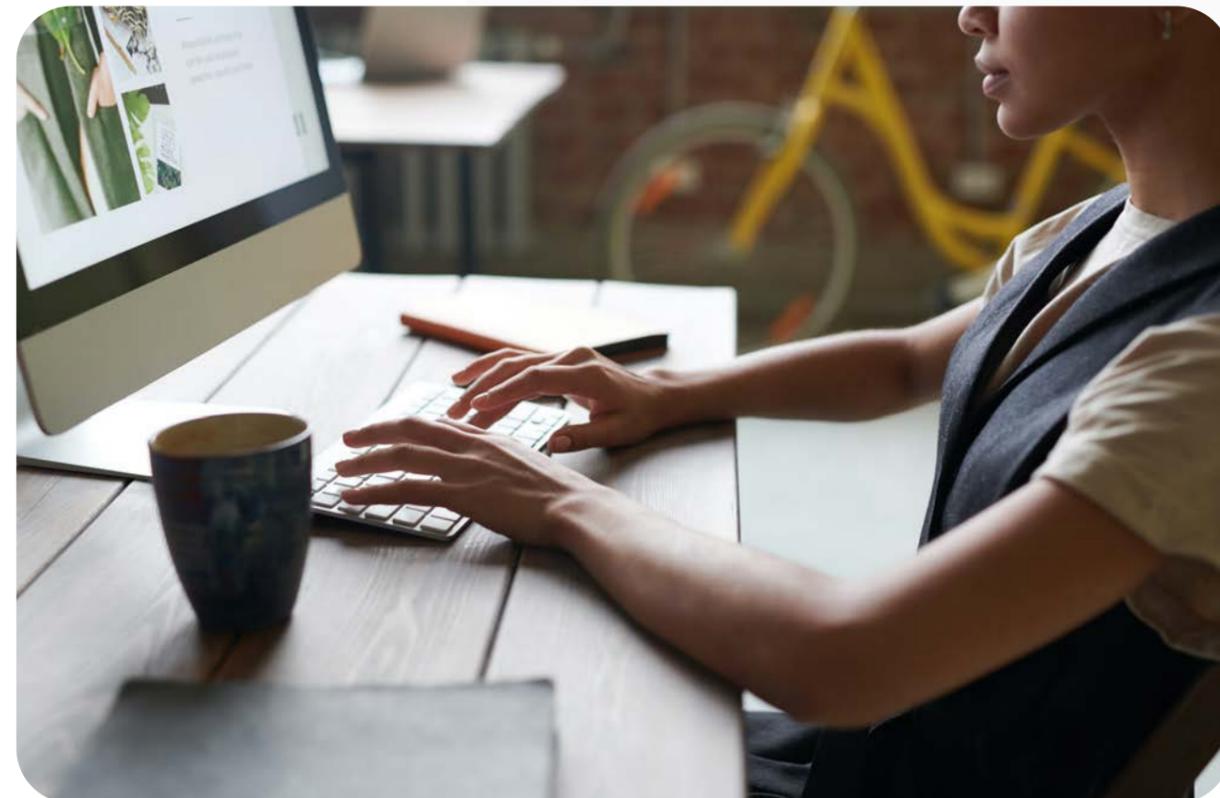


QUALIFICATION: 13 units of competency (6 Core, 7 Elective)



COURSE DURATION: 2 years

The Certificate III in Business provides students with the necessary knowledge and skills to engage in a variety of business service roles. Students learn to perform a range of tasks using business, technology and technical skills to support work in workplace teams. They develop the skills to engage effectively with colleagues and supervisors, contribute to team decisions and problem-solving, develop professional workplace documents and work to continuously evaluate and improve their own performance.



BSB30120 CERTIFICATE III IN BUSINESS

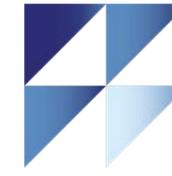
UNITS OF COMPETENCY

CORE UNITS

		(HRS)	VIC	WA
BSBCRT311	Apply critical thinking skills in a team environment	40		45
BSBPEF201	Support personal wellbeing in the workplace	50		45
BSBSUS211	Participate in sustainable work practices	20		30
BSBTWK301	Use inclusive work practices	30		35
BSBWHS311	Assist with maintaining workplace safety	40		40
BSBXCM301	Engage in workplace communication	40		35

ELECTIVE UNITS AVAILABLE

BSBTEC201	Use business software applications	60		55
BSBTEC202	Use digital technologies to communicate in a work environment	20		20
BSBTEC301	Design and produce business documents	80		70
BSBTEC302	Design and produce spreadsheets	35		30
BSBTEC303	Create electronic presentations	20		20
BSBWRT311	Write simple documents	30		30
BSBXCS303	Securely manage personally identifiable information and workplace information	40		35
BSBPEF301	Organise personal work priorities	30		30
BSBPMG430	Undertake project work	60		55
BSBPEF302	Develop self-awareness	30		25
BSBXTW301	Work in a team	40		35
BSBOPS304	Deliver and monitor a service to customers	35		50
BSBOPS305	Process customer complaints	30		40
SIRXPDK001	Advise on products and services	30		25
BSBINS302	Organise workplace information	30		20
BSBTEC203	Research using the internet	30		25



CHC24015 CERTIFICATE II IN ACTIVE VOLUNTEERING



QUALIFICATION: 7 units of competency (4 Core, 3 Elective)



COURSE DURATION: 1-2 years

The Certificate II in Active Volunteering provides students with the necessary knowledge and skills to engage in a variety of roles in a voluntary capacity across a range of contexts and organisations. Students learn to interact and communicate effectively, work in teams and carry out workplace procedures and tasks. They develop the skills to be effective in the role of a volunteer, contributing to organisations and working with diverse people.



CHC24015 CERTIFICATE II IN ACTIVE VOLUNTEERING

UNITS OF COMPETENCY

CORE UNITS

		(HRS)	VIC	WA
CHCDIV001	Work with diverse people		40	30
CHCVOL001	Be an effective volunteer		25	20
HLTWHS001	Participate in workplace health and safety		20	30
BSBCMM201	Communicate in the workplace		40	30

ELECTIVE UNITS AVAILABLE

CUAEVP201	Assist with the staging of public activities and events		50	50
FSKDIG03	Use digital technology for routine workplace tasks		15	15
FSKLRG09	Use strategies to respond to routine workplace problems		15	15
FSKOCM07	Interact effectively with others at work		10	10
FSKRDG10	Read and respond to routine workplace information		15	15
FSKWTG09	Write routine workplace texts		15	15
HLTAID011	Provide first aid		18	18
SITXFIN001	Process financial transactions		25	30
SITXFSA001	Use hygienic practices for food safety		15	25

VIC: students will be eligible for recognition of up to two VCE units at Units 1 and 2 level.



CHC22015 CERTIFICATE II IN COMMUNITY SERVICES



QUALIFICATION: 9 units of competency (5 Core, 4 Elective)



COURSE DURATION: 1 year

The Certificate II in Community Services provides students with the necessary knowledge and skills to engage in job roles within a range of community organisations in the service industry. Students learn to work with people of diverse backgrounds, engage safely in their role and provide support. They develop the skills to organise their time and tasks, follow procedures, and respond effectively to the needs of the people with whom they work.



** This unit requires a work placement



CHC22015 CERTIFICATE II IN COMMUNITY SERVICES

UNITS OF COMPETENCY

CORE UNITS

		(HRS)	VIC	WA
CHCCOM001	Provide first point of contact		35	30
CHCCOM005	Communicate and work in health or community services		30	50
CHCDIV001	Work with diverse people		40	30
HLTWS001	Participate in workplace health and safety		20	20
BSBWOR202	Organise and complete daily work activities		20	15

ELECTIVE UNITS AVAILABLE

CHCCDE003	Work within a community development framework		65	50
CHCECE004	Promote and provide healthy food and drinks**		35	30
CHCVOL001	Be an effective volunteer**		25	20
BSBWOR201	Manage personal stress in the workplace		40	40
FSKLRG09	Use strategies to respond to routine workplace problems		15	15
FSKOCM07	Interact effectively with others at work		10	10
FSKRDG10	Read and respond to routine workplace information		15	15
FSKWTG09	Write routine workplace texts		15	15
HLTAID010	Provide basic emergency life support		12	10



CHC32015 CERTIFICATE III IN COMMUNITY SERVICES



QUALIFICATION: 12 units of competency (5 Core, 7 Elective)



COURSE DURATION: 2 years

The Certificate III in Community Services provides students with the necessary knowledge and skills to engage in job roles within a range of community organisations in the service industry. Students learn to work with people of diverse backgrounds, understand important workplace health and safety requirements in this type of role and work collaboratively and with self-awareness of managing stress. They develop the skills to work within organisation frameworks, communicate effectively and respond to the needs of the people and the groups they support.



** This unit requires a work placement



CHC32015 CERTIFICATE III IN COMMUNITY SERVICES

UNITS OF COMPETENCY

CORE UNITS

		(HRS)	VIC	WA
CHCCCS016	Respond to client needs		60	55
CHCCOM005	Communicate and work in health or community services		30	50
CHCDIV001	Work with diverse people		40	30
HLTWHS002	Follow safe work practices for direct client care		25	25
HLTWHS006	Manage personal stressors in the work environment		25	35

ELECTIVE UNITS AVAILABLE

CHCCDE003	Work within a community development framework		65	50
CHCCDE004	Implement participation and engagement strategies		85	45
CHCCOM001	Provide first point of contact		35	30
CHCVOL001	Be an effective volunteer**		25	20
HLTAID011	Provide first aid <i>This unit must be delivered by an external provider</i>		18	18
CHCGRP001	Support group activities		30	25
BSBINM301	Organise workplace information		30	20
BSBWOR301	Organise personal work priorities and development		30	30
CHCCDE005	Develop and support relevant community resources		120	30



MST20616 CERTIFICATE II IN APPLIED FASHION DESIGN AND TECHNOLOGY



QUALIFICATION: 13 units of competency (4 Core, 9 Elective)



COURSE DURATION: 2 years

The Certificate II in Applied Fashion Design and Technology provides students with the knowledge and skills to enhance their employment prospects in the fashion design and textile production industries. Students learn to work with design briefs, draw and interpret sketches, understand design processes and work safely and sustainably to meet quality standards in industry. They develop the skills used in the design and production of garments and millinery, as well as in the development of unique fashion and textile designs.



* This unit has a prerequisite



MST20616 CERTIFICATE II IN APPLIED FASHION DESIGN AND TECHNOLOGY

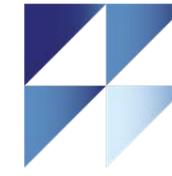
UNITS OF COMPETENCY

CORE UNITS

		(HRS)	VIC	WA
MSMENV272	Participate in environmentally sustainable work practices	30		20
MSMWHS200	Work safely	30		26
MSS402051	Apply quality standards	30		30
MSTCL2011	Draw and interpret a basic sketch	30		25

ELECTIVE UNITS AVAILABLE

MSTCL2010	Modify patterns to create basic styles	50		50
MSTFD2001	Design and produce a simple garment	80		60
MSTFD2005	Identify design process for fashion design	40		30
MSTFD2006	Use a sewing machine for fashion design	80		70
MSTCL1001	Produce a simple garment	40		40
MSTML1001	Make a simple headpiece	40		40
MSTGN2013	Identify fibres, fabrics and textiles in the TCF industry	80		70
MSTTX1001	Produce a simple textile fabric or product	40		40
MSTFD3003	Prepare design concept for a simple garment*	80		40
MSTCL3007	Embellish garment by hand or machine*	40		40



FSK10219 CERTIFICATE I IN SKILLS FOR VOCATIONAL PATHWAYS



QUALIFICATION: 11 units of competency (1 Core, 10 Elective)



COURSE DURATION: 1 year

The Certificate I in Skills for Vocational Pathways provides students with the knowledge and skills to prepare for a pathway to employment and further vocational training. Students learn to engage in workplace interactions, complete work tasks and access and produce simple workplace information. They develop entry level digital technology and employability skills to prepare them for future pathways.

UNITS OF COMPETENCY

CORE UNITS

	(HRS)	VIC	WA
FSKLRG008 Use simple strategies for work-related learning	15	15	

ELECTIVE UNITS AVAILABLE

FSKNUM008 Use whole numbers and simple fractions, decimals and percentages for work	15	15	
FSKNUM009 Use familiar and simple metric measurements for work	15	15	
FSKNUM014 Calculate with whole numbers and familiar fractions, decimals and percentages for work	15	15	
FSKNUM015 Estimate, measure and calculate with routine metric measurements for work	10	10	
FSKNUM017 Use familiar and routine maps and plans for work	15	15	
FSKNUM018 Collect data and construct routine tables and graphs for work	15	15	
FSKNUM019 Interpret routine tables, graphs and charts and use information and data for work	15	15	

FSK10219 CERTIFICATE I IN SKILLS FOR VOCATIONAL PATHWAYS

UNITS OF COMPETENCY

ELECTIVE UNITS AVAILABLE CONTINUED

	(HRS)	VIC	WA
FSKDIG002 Use digital technology for routine and simple workplace tasks	10	10	
FSKDIG003 Use digital technology for non-routine workplace tasks	15	15	
FSKLRG004 Use short and simple strategies for work-related learning	15	15	
FSKLRG008 Use simple strategies for work-related learning	15	15	
FSKLRG009 Use strategies to respond to routine workplace problems	15	15	
FSKLRG011 Use routine strategies for work-related learning	10	10	
FSKOCM003 Participate in familiar spoken interactions at work	10	10	
FSKOCM005 Use oral communication skills for effective workplace presentations	10	10	
FSKOCM006 Use oral communication skills to participate in workplace teams	10	10	
FSKOCM007 Interact effectively with others at work	10	10	
FSKRDG010 Read and respond to routine workplace information	15	15	
FSKWTG006 Write simple workplace information	15	15	
FSKWTG009 Write routine workplace texts	15	15	
BSBPEF101 Plan and prepare for work readiness	20	20	
BSBPEF202 Plan and apply time management	20	15	
BSBTEC101 Operate digital devices	20	20	
BSBTEC203 Research using the internet	30	25	
BSBWHS211 Contribute to the health and safety of self and others	20	15	
FNSFLT211 Develop and use personal budgets	20	20	
VU21666 Participate in job seeking activities	50	N/A	



FSK20119 CERTIFICATE II IN SKILLS FOR WORK AND VOCATIONAL PATHWAYS



QUALIFICATION: 14 units of competency (1 Core, 13 Elective)



COURSE DURATION: 1-2 years

The Certificate I in Skills for Vocational Pathways provides students with the knowledge and skills to prepare for workforce entry or further vocational training. Students learn to engage effectively in workplace communication, access and produce a range of workplace documents and information, manage their time to complete work tasks. They develop entry level digital technology and employability skills to prepare them for future employment pathways.



FSK20119 CERTIFICATE II IN SKILLS FOR WORK AND VOCATIONAL PATHWAYS

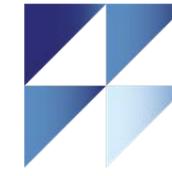
UNITS OF COMPETENCY

CORE UNITS

		(HRS)	VIC	WA
FSKLRG011	Use routine strategies for work-related learning		10	10

ELECTIVE UNITS AVAILABLE

FSKNUM014	Calculate with whole numbers and familiar fractions, decimals and percentages for work		15	15
FSKNUM015	Estimate, measure and calculate with routine metric measurements for work		10	10
FSKNUM017	Use familiar and routine maps and plans for work		15	15
FSKNUM018	Collect data and construct routine tables and graphs for work		15	15
FSKNUM019	Interpret routine tables, graphs and charts and use information and data for work		15	15
FSKDIG003	Use digital technology for non-routine workplace tasks		15	15
FSKLRG009	Use strategies to respond to routine workplace problems		15	15
FSKOCM005	Use oral communication skills for effective workplace presentations		10	10
FSKOCM006	Use oral communication skills to participate in workplace teams		10	10
FSKOCM007	Interact effectively with others at work		10	10
FSKRDG010	Read and respond to routine workplace information		15	15
FSKWTG009	Write routine workplace texts		15	15
BSBCMM211	Apply communication skills		40	35
BSBPEF101	Plan and prepare for work readiness		20	20
BSBPEF202	Plan and apply time management		20	15
BSBTEC101	Operate digital devices		20	20
BSBTEC203	Research using the internet		30	25
BSBWHS211	Contribute to the health and safety of self and others		20	15
FNSFLT211	Develop and use personal budgets		20	20
VU21666	Participate in job seeking activities		50	N/A



ICT20120 CERTIFICATE II IN APPLIED DIGITAL TECHNOLOGIES



QUALIFICATION: 12 units of competency (6 Core, 6 Elective)



COURSE DURATION: 1-2 years

The Certificate II in Applied Digital Technologies provides students with the skills and knowledge to undertake workplace tasks that require digital and technology skills in varied contexts. Students learn to use and apply a range of technologies, devices and software in preparation for work. They develop the practical skills to work with a range of software and operating systems, operate devices and digital media packages, and develop content for a work setting.

ICT20120 CERTIFICATE II IN APPLIED DIGITAL TECHNOLOGIES

UNITS OF COMPETENCY

CORE UNITS

		(HRS)	VIC	WA
BSBSUS211	Participate in sustainable work practices	20	30	
BSBTEC202	Use digital technologies to communicate in a work environment	20	20	
BSBWHS211	Contribute to the health and safety of self and others	20	15	
ICTICT213	Use computer operating systems and hardware	60	60	
ICTICT214	Operate application software packages	60	60	
ICTICT215	Operate digital media technology packages	40	40	

ELECTIVE UNITS AVAILABLE

BSBTEC101	Operate digital devices	20	20	
BSBTEC203	Research using the internet	30	25	
BSBTEC301	Design and produce business documents	80	70	
BSBTEC302	Design and produce spreadsheets	35	30	
BSBTEC303	Create electronic presentations	20	20	
BSBXCS301	Protect own personal online profile from cyber security threats	30	25	
BSBXCS303	Securely manage personally identifiable information and workplace information	40	35	
ICTICT216	Design and create basic organisational documents	40	40	
ICTICT223	Install software applications	20	15	
ICTICT224	Integrate commercial computing packages	60	25	
ICTICT226	Operate simple database applications	40	35	
ICTSAS217	Connect a home based local wireless network	30	30	
ICTSAS218	Obtain and connect hardware peripherals	20	25	
BSBCRT201	Develop and apply thinking and problem solving skills	30	25	
BSBOPS201	Work effectively in business environments	30	25	
BSBPEF201	Support personal wellbeing in the workplace	50	45	
CUADIG211	Maintain interactive content	30	30	





ICT30120 CERTIFICATE III IN INFORMATION TECHNOLOGY



QUALIFICATION: 12 units of competency (6 Core, 6 Elective)



COURSE DURATION: 1-2 years

The Certificate III in Information Technology provides students with the skills and knowledge for a range of information and communications technology (ICT) roles, including animation, basic cloud computing, basic cyber awareness, digital media skills and generalist IT support services. They develop the capacity to work collaboratively and creatively in a job role, including the application of skills in networking, programming, systems, and web development.

UNITS OF COMPETENCY

CORE UNITS

		(HRS)	VIC	WA
BSBCRT301	Develop and extend critical and creative thinking skills		40	40
BSBXCS303	Securely manage personally identifiable information and workplace information		40	35
BSBXTW301	Work in a team		40	35
ICTICT313	Identify IP, ethics and privacy policies in ICT environments		50	45
ICTPRG302	Apply introductory programming techniques		40	40
ICTSAS305	Provide ICT advice to clients		40	35

ELECTIVE UNITS AVAILABLE

CUAANM301	Create 2D digital animations		35	60
CUAANM302	Create 3D digital animations		75	75
ICTCLD301	Evaluate characteristics of cloud computing solutions and services		40	35

ICT30120 CERTIFICATE III IN INFORMATION TECHNOLOGY

UNITS OF COMPETENCY

ELECTIVE UNITS AVAILABLE CONTINUED

		(HRS)	VIC	WA
BSBXCS301	Protect own personal online profile from cyber security threats		30	25
CUADIG211	Maintain interactive content		30	30
CUADIG303	Produce and prepare photo images		20	60
CUADIG304	Create visual design components		30	40
CUADIG311	Prepare video assets		30	30
CUADIG312	Author interactive sequences		40	40
CUAPOS211	Perform basic vision and sound editing		60	50
ICTSAS308	Run standard diagnostic tests		20	15
ICTSAS309	Maintain and repair ICT equipment and software		20	25
ICTICT215	Operate digital media technology packages		40	40
ICTICT216	Design and create basic organisational documents		40	40
ICTICT309	Create ICT user documentation		20	20
ICTICT312	Use advanced features of applications		40	35
ICTPRG430	Apply introductory object-oriented language skills		60	60
ICTPRG435	Write scripts for software applications		40	40
ICTICT213	Use computer operating systems and hardware		60	60
ICTICT214	Operate application software packages		60	60
ICTSAS217	Connect a home based local wireless network		30	30
ICTSAS310	Install, configure and secure a small office or home office network		50	50
ICTSAS312	Provide basic system administration		20	25
ICTWEB304	Build simple web pages		40	50
ICTWEB306	Develop web presence using social media		30	25



10949NAT CERTIFICATE II IN APPLIED LANGUAGE



QUALIFICATION: 4 units of competency (4 Core)



COURSE DURATION: 1-2 years

The Certificate II in Applied Language aims to provide participants with the language skills and cultural knowledge to enable them to communicate in social and workplace situations in a language other than English. Students develop the intercultural sensitivity and capacity to function in environments where there is a range of cultural and languages background present. They learn the basic linguistic competency required to understand and use an additional language in social and workplace settings. This course can be applied to any language.



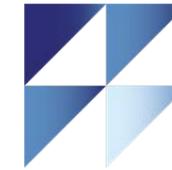
10949NAT CERTIFICATE II IN APPLIED LANGUAGE

UNITS OF COMPETENCY

CORE UNITS

		(HRS)	VIC	WA
NAT10949001	Conduct basic oral communication for social purposes in a language other than English	70	70	
NAT10949002	Conduct basic workplace oral communication in a language other than English	70	70	
NAT10949003	Read and write basic documents for social purposes in a language other than English	70	70	
NAT10949004	Read and write basic workplace documents in a language other than English	70	70	





11074NAT CERTIFICATE III IN APPLIED LANGUAGE



QUALIFICATION: 4 units of competency (4 Core)



COURSE DURATION: 1-2 years

The Certificate III in Applied Language aims to provide participants with the language skills and cultural knowledge to enable them to communicate in social and workplace situations in a language other than English. Students develop the intercultural sensitivity and capacity to function in environments where there is a range of cultural and languages background present. They learn the linguistic competency required to routinely understand and use an additional language in social and workplace settings. This course can be applied to any language.

10297NAT / 10949NAT Certificate II in Applied Language is a prerequisite for entry into 11074NAT Certificate III in Applied Language.



11074NAT CERTIFICATE III IN APPLIED LANGUAGE

UNITS OF COMPETENCY

CORE UNITS

		(HRS)	VIC	WA
NAT11074001	Conduct routine oral communication for social purposes in a language other than English	80	80	80
NAT11074002	Conduct routine workplace oral communication in a language other than English	80	80	80
NAT11074003	Read and write routine texts for social purposes in a language other than English	80	80	80
NAT11074004	Read and write routine workplace texts in a language other than English	80	80	80

This qualification is currently undergoing review and may be updated for programs in 2023. Please see our website for the most recent update of this course guide.



Ripponlea Institute - RTO 21230

Ripponlea Institute is a subsidiary company of ReadCloud Ltd (ASX listed)

Level 1, 126 Church Street, Brighton, VIC, 3186

New school enquiries please contact vetsales@readcloud.com

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