Mid North Coast Community College

UpSkill Basic Computing

Introduction

Mid North Coast Community College Ltd is a Registered Training Organisation (RTO number 45596) is proud to offer the UpSkill Basic Computing program as a 6 week program with the aim to improve your basic computer skills through the application of theory and practical activities. Upon successful completion of all components of the program you will be awarded a Statement of Attainment for the accredited units of this program FSKDIG001 and FSKDIG002.

Who is responsible for your training?

Mid North Coast Community College Ltd. is responsible under the National Vocational Education and Training Regulator Act 2011 for the quality of the training and assessment being delivered in this course and for the issuance of all AQF certificates.

Program Units of Competency and VET Awards

The program consists of 2 units of competency and 2 non accredited modules and upon successful completion all relevant assessment components you will be awarded a Statement of Attainment for the accredited units of this program FSKDIG001 and FSKDIG002.

To achieve the outcomes of this program, a learner must be assessed as competent in the 2 accredited units of competency.

The delivery of the program UpSkill Basic Computing is outlined below:

Mode of delivery:	Face-to-face classroom sessions, self-paced study	
Course duration:	6 weeks on Thursdays 9:30am – 1:30pm 23 Mar – 27 Apr	
	Unit code	title

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Unit delivery structure and sequence:	FSKDIG001	use digital technology for short and basic workplace tasks
	Non accredited module	Research project
	FSKDIG002	Use digital technology for routine and simple workplace tasks
	Non-accredited module	Emails and attachments

National recognition

These competencies have been drawn from the nationally endorsed industry training package the Foundation Skills Training Package (FSK).

On successfully completing the training and assessment, the relevant VET award (Statement of Attainment) will be issued within 30 days of the final program assessment being completed and verified through our internal processes. A transcript listing all units of competency will also be issued.

The Statement of Attainment and units of competency are nationally recognised and provide individuals with a valuable pathway to employment or further study.

Program outline
The course will be delivered over 6 weeks, face-to-face.

The standard course attendance time a minimum of 3 hours per week, between 9:30am and 1:30pm

Whilst learners will attend the formal trainer led training sessions 4 hours per week, the training is enhanced through self-paced activities as set out in the learner workbook and online activities and self-paced learning and feedback of minimum 2 hours per week.

Locations

This program/course will be delivered at the following locations: 77 Hasting River Drive Port Macquarie.

Expected duration

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The program is designed to be delivered over 6 weeks. Mid North Coast Community College is able to support participants that need additional time. If you need extra time to complete your training, please apply for an extension via your trainer and course coordinator.

Alternatively, participants who have pre-existing skills and knowledge may be able to complete the course in a shorter duration.

Assessment requirements

Throughout your course, your trainer/assessor will collect evidence of your competency against set benchmarks.

The assessment methods used may incorporate a combination of realistic workplace tasks, projects, practical demonstrations and knowledge tests, written and oral assessments as well as observation.

The following assessment methods are applicable to the demonstration of your competency within the program:

- **Practical Demonstration** The trainer provides assessment and training events through demonstration. The learner is required to demonstrate a range of skills and applied knowledge whilst being observed.

  These tasks typically involve the learner performing a practical task required of their job which is aligned to an approved assessment; and will also generally involve a discussion between the learner and assessor immediately after the demonstration to gather further evidence of competency through verbal questioning.

- **Portfolio of Work** The learner is required to prepare a portfolio of work based on completed activities. A portfolio of work may include photographs, audio (where appropriate) and completed work based documents aligned to the specifications of the assessment. (Subject to employer permission). Learners are reminded to retain a copy of their own work before submission.

  The assessor will review the submitted portfolio of work against the requirements of the unit of competency to conduct the assessment.

- **Written/Reflection** The learner is required to respond to a range of questions and/or case study activities. The learner will research their answers from the issued learning material and other references.

  A written knowledge assessment will relate directly to the required knowledge evidence in the units of competency and aims to collect both the valid and sufficient evidence of the candidate's knowledge. (where writing is difficult this form of an assessment will be substituted or supplemented to account for the learning barrier)

  The assessor will review the learner's submission and using assessment benchmarks will review this work and provide feedback to the learner. The learner is expected to provide a satisfactory response for all questions and case study activities.

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- **Presentation/Observation** The learner is required to undertake a range of tasks. Where appropriate, the learner will be supplied with template documents, access to equipment and tools and will be observed with feedback provided by the trainer.

Practical (work) placement

NA

Prerequisites

There are no pre-requisites or entry requirements identified in the relevant training packages.

Entry requirements

Mid North Coast Community College require that learners participating within this program:

- Must be 15 years or older
- Provide photo Identification is required to be sighted prior to course commencement.
- Funded learners must meet funding eligibility prior to commencement
- Literacy, numeracy and digital assessment is a requirement prior to commencement but may be estimated using varying methods.

Recognition of Prior Learning

Applicants can apply for recognition of their existing skills and knowledge that are relevant to the units of competency within the program.

Students need to notify Mid North Coast Community College Ltd of their interest or intention to apply for RPL prior to their enrolment (by submitting certified copies of of qualifications previously obtained). We will provide you a pre-training review questionnaire that gathers information about your prior experience. This information is then used to determine the best pathway for you to achieve competency.

Student Information

Detailed student information is available within our Student Handbook which is supplied with the enrolment package. This booklet contains important information about a student's rights and obligations such as their right to privacy, a safe training environment and the right to complain or appeal an assessment decision. It is important that persons applying for enrolment have had an opportunity to review this information first. Please contact us and we can send this information to you straight away.

Dress and Equipment Requirements

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Students are required to present to class in neat, casual attire suitable for participation in practical, workshop activities.

Student will require basic stationary and a notebook according to their own study preferences during classroom learning sessions and their own self-paced study. Access to a computer which has an internet connection is recommended to assist students to undertake study and research in response to some assessment tasks.

Students should bring portable electronic devices to classroom sessions such a small laptops or tablets. Students are advised that no provision will be made to charge these devices in the classroom and charging or power extension leads are not to be used in the classroom. MNCCC will provide access to digital equipment during the class hours.

Cost

Smart & Skilled concessions are available for this qualification. This course may also be available on a fee for service arrangement. The current cost can be found in our Fee Schedule along with details of refund rights and obligations.

Subsidised Prices – Eligibility as per smartandskilled.nsw.gov.au for CSO funded program	
No fee	$ 0 of eligible for CSO funding
Full Fee (Un Subsidised)	$ 480

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