AICT

AUSTRALIAN INSTITUTE OF
COMMERCE + TECHNOLOGY

Auspicing Handbook
AICT in your school

✦ "Creating Certified Heroes"

Facilities

AICT is ideally situated in the heart of Perth City. Our state-of-the art modern premises are located just seconds away from al-fresco cafes, gyms and shopping centres.

AICT

AUSTRALIAN INSTITUTE OF COMMERCE + TECHNOLOGY

Contact Us
At AICT we believe the best way to ensure auspice delivery success is effective communication between us and you. Each school that auspices with us will have one dedicated consultant. Please see your consultant's business card for their direct lines of communication. Below are some general points of contact. We look forward to working in partnership with your school.

General Enquiries:
(08) 9382 9000

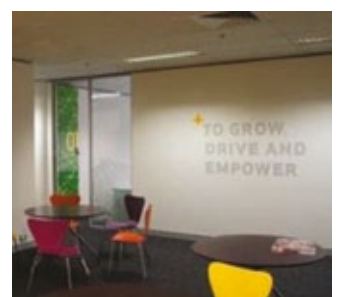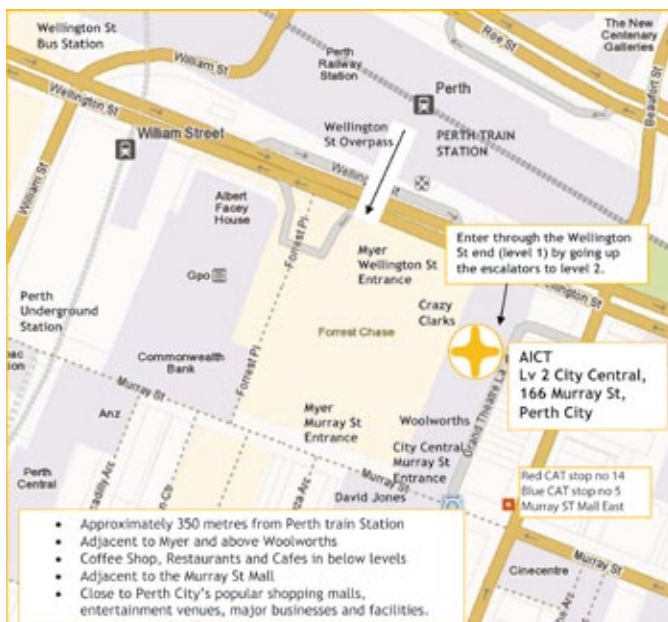**General Information Email:**
enquiries@aict.wa.edu.au

Auspicing Email:
highschool@aict.wa.edu.au

Web:
www.aict.wa.edu.au

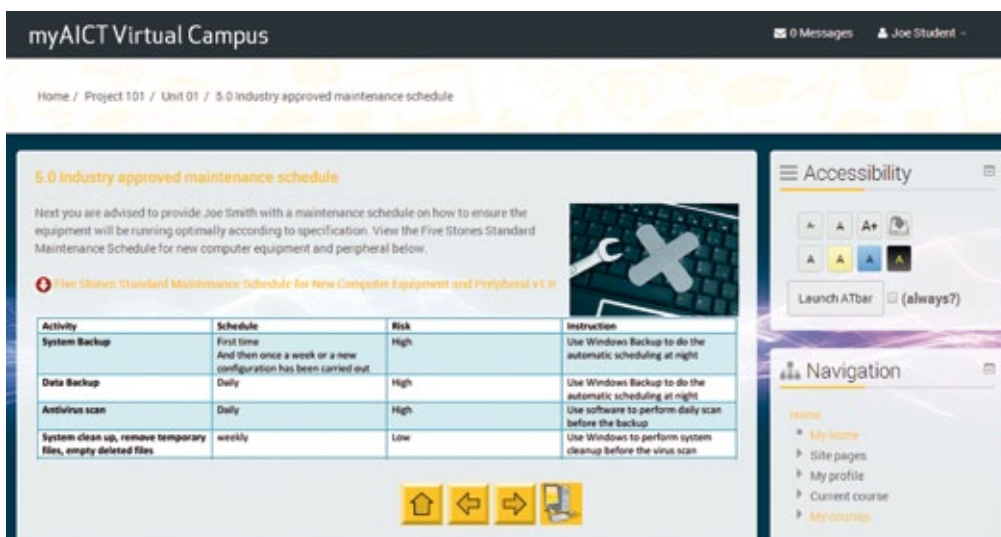**Postal and Campus Address:**
highschool@aict.wa.edu.au

Visit us in person:
Office 205, Level 2 City Central
166 Murray St, Perth, WA 6000

Location Map

Enter through the Wellington St end (level 1) by going up the escalators to level 2.

AICT
Lv 2 City Central,
166 Murray St,
Perth City

Red CAT stop no 14
Blue CAT stop no 5
Murray ST Mall East

- Approximately 350 metres from Perth train Station
- Adjacent to Myer and above Woolworths
- Coffee Shop, Restaurants and Cafes in below levels
- Adjacent to the Murray St Mall
- Close to Perth City's popular shopping malls, entertainment venues, major businesses and facilities.

Contents

Welcome to AICT

The Australian Institute of Commerce and Technology (AICT) is a private RTO offering quality Business, English and Information Technology training.

In addition to offering AQTF qualifications from a Certificate II up to Advanced Diploma we are also a Microsoft Certified Learning Solutions Centre. This means we are approved to deliver Microsoft training packages and perform certification exams on site. In fact Microsoft recognised us as their top Australian learning centre in 2011 awarding us the 'MAPA' award! We provide training, short courses and certifications from other vendors and industry standard frameworks too.

We have over twenty years of experience in the field of business and information technology training. We focus on leading these areas of training. We have established and grown a network of affiliations with local businesses to maintain industry currency and to provide work experience opportunities for our students. These work experience opportunities have blossomed into job opportunities so that we can now offer a job guarantee on some of our courses.

We bring the same elements that make us training leaders into our VETiS programs. We include the latest technologies and frameworks from the industry in our curriculum, ensuring currency, industry exposure and employability!

MAPA 2011
Microsoft Australia Partner Awards

CONGRATULATIONS
The Australian Institute of
Commerce and Technology
Learning Competency Partner of the Year

Auspicing with AICT

Setting Up Our Program

Initial consultation to determine your school's & your student's needs Assess if your school has the human resources and infrastructure to run our program.

Teacher induction:
using our courseware, resources and assessment tools

Implementation:
We will deliver all courseware and ensure your school's computer labs can access our MyAICT Virtual Campus

Annual visits:
As agreed with you during the initial consultation to provide support, moderation, student inductions and more as required.
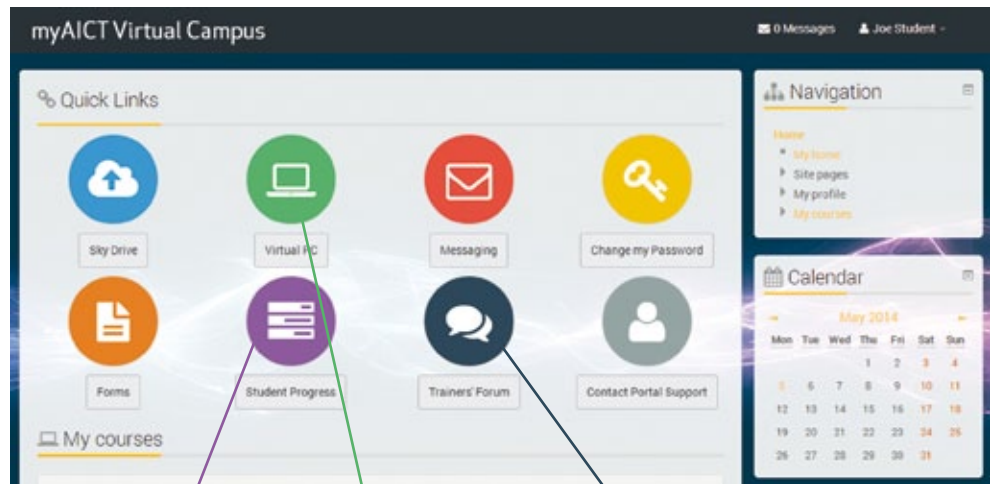
Feedback—is welcomed all the time! Our program is reviewed and redacted on a yearly basis as a minimum!

MyAICT Virtual Campus

Introducing AICT's most exciting and innovative resource—MyAICT Virtual Campus! Students and teachers of our programs can now have access to their AICT classroom from anywhere at anytime.

This portal incorporates access to the Virtual PC – the Virtual PC allows students to undertake our program without any reconfiguring of school computer labs or purchasing of extra software licenses. Everything you need to undertake our program is already loaded on your Virtual PC desktop.

There are plenty of other useful resources including a cache of videos and documents, – our portal is designed so your school can go paper free! There is also access to online storage via a personalised SkyDrive and a trainer's forum where teacher's of our program from all high schools can post suggestions to one another and to our AICT trainer's.

The portal allows for greater flexibility for self paced learners. Students can complete their work in the classroom or at home. They can submit their work and projects via the Portal. Their teachers can access their submitted work via their Portal login, and the dashboard feature provides an overview of all their student's progress.

Accessibility: AICT's Virtual Campus is equipped with accessibility options including the ability for all users to customise their backgrounds and font colours and sizes and an in-built text to audio screen reader.

Fees and Charges

✦ Upon receipt of all Student Enrolment forms AICT will issue an invoice to your school for the total annual cost to run our VETiS program in your school.

✦ Upon receipt of payment we will issue your receipt and update your training credits to your account.

✦ Due to the training credits program AICT does not refund fess collected for students that subsequently withdraw from the qualification.

✦ AICT provides moderation and support (up to three visits annually!) at no cost. Extra consulting services can be arranged as required and when required at a competitive hourly rate.

✦ AICT charges only as per the government funding available for aupsicing each year—an indicative table from 2013 below:

Item	Unit Cost	Cost at 15 students	Cost at 25 Students
Set up Program fee	$1,258	$1,258	$1,258
Student Certification	$21	$315	$525
TOTAL		$1873	$2283

Training Credits

✦ The Training Credits program is AICT's unique solution to help ensure teacher's and deliverer's of our VETiS Certificates maintain industry currency. We want our partners in training to feel as passionate about IT as we do!

✦ We will match dollar for dollar training credits to the total amount we invoice your school annually for our VETiS program.

✦ Training credits may be redeemed on any of our training course tuition fees. Training credits cannot be used to purchase vendor certification exams, nor may they be used retrospectively. Training credits are valid for one year from date of issue.

✦ To book a seat in a course or to get more information about training courses currently offered and coming for the year ahead, please call or email your high school consultant.

AICT Curriculum – Certificate II and III in Information, Digital Media and Technology

AICT's unique curriculum incorporates both the Certificate II and III in Information, Digital Media and Technology helping your student's to get ahead in their post secondary endeavours. Our course can be taken over one year (with reduced units in some cases) or spread over three years from year 10 and upward. Despite the layered curriculum some "switching off" of more advanced units is possible for student's trying to complete just to the certificate II level in one year or for student's with lesser learning abilities. Below is our indicative curriculum from 2014, NB curriculum and assessment tools are revised annually.

Project 1 — PC Build and Support

This project will teach you the fundamentals of computer hardware and architecture. You will learn how to build your own PC, install software, and configure an Operating System including basic system administration and troubleshooting.

Project 1 — PC Build and Support	
BSBWHS201A	Participate in OHS processes
BSBWHS304A	Participate effectively in OHS communication and consultative process
ICAICT302A	Install and optimise operating system software
ICAICT201A	Use computer operating systems and hardware
ICAICT301A	Create user documentation
ICAICT203A	Operate application software packages
ICAICT303A	Connect internal hardware components
ICASAS203A	Connect hardware peripherals
ICASAS304A	Provide basic system administration
ICASAS303A	Care for computer hardware
ICASAS205A	Maintain IT system integrity
ICASAS208A	Maintain IT equipment and consumables
ICAICT206A	Install software applications
ICASAS201A	Maintain inventories for equipment, software and documentation
ICASAS202A	Apply problem-solving techniques to routine IT malfunctions

Project 2 — Networking

This project will teach you the fundamentals of networking, including the skills for how to set up a small home/office network. You will also learn about IT sustainability measures and how to use Skype and Camtasia—a digital media screen capture and video editing software.

Project 2 — Networking	
BSBSUS201A	Participate in environmentally sustainable work practises
BSBSUS301A	Implement and monitor environmentally sustainable work practises
ICAICT202A	Work and Communicate effectively in an IT environment
ICAICT204A	Operate a digital media technology package
ICAWEB201A	Use social media tools for collaboration and engagement
ICASAS301A	Run standard diagnostic tests
ICASAS209A	Connect and use a home-based local wireless network
ICANWK301A	Provide network systems administration
ICANWK302A	Identify and resolve network problems
ICANWK304A	Administer network peripherals
ICANWK305A	Install and manage network protocols

Project 3 — Design a Webpage

Learning a simple programming language design your own webpage!

Project 3 — Design a Webpage	
ICAWEB302A	Build simple websites using commercial programs
ICAWEB301A	Create a simple markup language document

Project 4 — Create a Simple App

Expanding on your skills learned in project 3 you will now use programming language to cerate your own simple app!

Project 4 — Create a Simple App	
ICAPRG301A	Apply introductory programming techniques

Credit Transfers and Recognition of Prior Learning

Credit Transfer:

Only equivalent modules or units as shown in the current Training Package Purchasing Guide, or other published mapping document can be approved by AICT. Only a module that has been fully completed and in which a student has attained a pass mark in the form of being found 'competent' may be considered for Credit Transfer.

Granting Credit Transfer should be an administrative only process, where "like to like" units are approved. No fees apply for processing Credit Transfer applications. If an involved academic judgement or mapping process is required, a Recognition of Prior Learning (RPL) process must be undertaken instead.

Recognition of Prior Learning (RPL)

If you already have existing knowledge and skills relevant to your area of study, regardless of where or how they were acquired, you may get credit for this. Students should check with their teachers if they have previous study, work or life experience in the subject area they are undertaking or contact their AICT high school consultant for more information on applying for RPL.

Responsibilities

AICT's Responsibilities:

It is our duty to ensure that your teaching staff are qualified to deliver the qualification / units of competency in compliance with the requirements of the Australian Quality Training Framework (AQTF). AICT will also ensure quality of training by conducting regular moderation.

Host School's Responsibilities:

The school will ensure that the Student Enrolment Forms and Student Statistical Data are completed and returned to AICT by the mutually agreed date. The school must also report any student withdrawals from the AICT VETiS program within one week of student's withdrawal.

Student's Responsibilities:

Student's of the AICT VETiS program are required to:
- ✦ Attend class
- ✦ Complete all assessment tasks
- ✦ Consult with their teacher as required
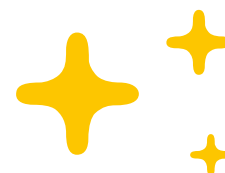
Tertiary Pathways

Naveen F.

Naveen joined AICT's IT program at just 17 years old. He thrived in the hands-on training style and was given an internship with a leading finance broker. Upon completion of his internship, he was offered a two-year cadetship, which will give him an opportunity to practice his IT skills and grow in his current IT role. Naveen believes that he would have never been given such an opportunity, if it weren't for his work experience in the live IT environment.

AICT's auspiced Certificates are designed to ensure students can smoothly transition into tertiary IT studies and careers. We offer pathways to university or a career, with the flexibility that students never preclude themselves from pursuing the one pathway by deciding first on the other.

Certificate II and III
Information, Digital Media
and Technology
in your school

⬇

Certificate IV
Information Technology
Networking Government
Subsidised*
At AICT

⬇ ⬇

Server Administrator Course
At AICT
60 Day Job Guarantee!

60 DAY JOB GUARANTEED

Diploma of Information
Technology Networking
At AICT
Government Subsidised*
Articulate to second year studies
at Curtin University
in BIS and BIT

FutureSkillsWA

Curtin University

Qualifications Offered at AICT

In High School (Auspiced)
- Certificate II in Information, Digital Media and Technology
- Certificate III in Information, Digital Media and Technology

Tertiary Studies (AQTF Qualifications)
- Certificate IV in Information Technology (Networking)
- Diploma of Information Technology (Networking)
- Certificate IV in Business, Franchising, Marketing, Business Administration or Frontline Management
- Diploma of Business, Business Administration or Management
- Advanced Diploma of Management

Tertiary Studies (Job Guarantee* Program)
- Server Administrator (Step 2)

The AICT difference:

All of our tertiary IT programs include:
- Microsoft Official Courseware, labs and books taught by Microsoft Certified Trainers
- The opportunity to sit for Microsoft Certification Exams—industry standard held qualifications
- Internships with our network of over 80 corporate partners in the Perth Metro area
- Professional development training including interview techniques, resume writing and IT specific customer service and business communication skills
- Careers advisory counselling service throughout studies

*Indicates a program that may have prerequisites for eligibility. An AICT member of staff can help individuals to assess their eligibility and advise a career path—this is a free service.

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Microsoft
Partner Network

MAPA
2011
WINNER

Learning Partner
Partner of the Year