



## TRAINEESHIP PROGRAM

Gain a nationally recognised qualification with training specific to your needs.



# PROPOSED OUTLINE FOR AN INFORMATION TECHNOLOGY TRAINEESHIP

## SCHOOL BASED AND NON SCHOOL BASED

Students undertaking a Information Technology Traineeship can expect to attend some group training with RST; complete a number of IT workbooks; and have 'electives' signed off by a supervisor/assessor to confirm their competence in performing tasks.

### RST FACE TO FACE TRAININGS

#### CORE Block Release

- BSBCMN106A Follow workplace safety procedures
- ICAU3004A Apply occupational health & safety procedures
- ICAW2001A Work effectively in a business environment
- ICAW2002A Communicate in the workplace

#### FIRST AID Block Release

- HLTA301B Apply first aid (Senior First Aid certificate)

#### RECORD KEEPING Block Release

- BSBCMN308A Maintain financial records
- BSBCMN214A Create and use simple spreadsheets

#### EMERGENCY RESPONSE AND FIRE SAFETY Block Release

- Prevent injury
- Respond to wildfire
- Use portable fire fighting equipment

### WORKBOOKS FOR IT TRAINEES

- ICAU2005A Operate computer hardware
- ICAU2006A Operate computer packages
- ICAD2012A Design organisational documents using computing packages
- ICAU2013A Integrate commercial computing packages
- ICAU2231A Use computer operating system

### PREREQUISITE FOR IT TRAINEES

This unit is compulsory and will be assessed at commencement of the traineeship;

- ICAU1128A Operate a personal computer

### ELECTIVE REQUIREMENTS

Trainees will need to complete approximately 4 electives. These can be selected according to the trainees' interests and/or the work they will be doing on the job. The electives can be assessed and signed off by a supervisor as appropriate. Electives could consist of any of the following examples or any of the units from the Information and Communications Technology Training Package:

ICAD2003A	Receive and process oral and written communication
ICAI2015A	Install software applications
ICAI3021A	Connect internal hardware components
ICAS2010A	Apply problem solving techniques to routine malfunctions
ICAS2014A	Connect hardware peripherals
ICAS2017A	Maintain system integrity
ICAS3115A	Maintain equipment and software in working order
ICAS3234A	Care for computer hardware
ICAT3025A	Run standard diagnostic tests
ICAU2007A	Maintain equipment and consumables
ICPMM321A	Capture a digital image
ICPMM263A	Access and use the internet

### FLEXIBILITY

We work with employers to determine the most suitable training plan for trainees, however all students are required to attend the Core and First Aid Block Releases. Some workbooks can be substituted for 'electives' by arrangement.

### SACE POINTS

School based trainees earn SACE points while gaining a nationally recognised qualification.

*RST WORKS WITH YOU TO ENSURE TRAINING MEETS YOUR NEEDS*

### TO REGISTER INTEREST OR FOR MORE INFORMATION PLEASE CONTACT:

Trudy Docking – Traineeship Program Manager

Tel: 08 8587 3195

Mob: 0439 887 999

Email: [ldocking@bigpond.com](mailto:ldocking@bigpond.com)

Caroline Graham – Managing Director

Tel: 08 8835 1362

Mob: 0427 351 323

Email: [rsta@bigpond.com](mailto:rsta@bigpond.com)