

Computer Literacy Policy

Clause 1.2 of the Standards for RTOs says

The RTO determines the amount of training they provide to each learner with regard to the existing skills, knowledge and the experience of the learner

Clause 1.7 says

The RTO determines the support needs of individual learners and provides access to the educational and support services necessary for the individual learner to meet the requirements of the training product as specified in training packages or VET [vocational education and training] accredited courses.

This means that in order to give our students the greatest possible chance of succeeding, we need to identify any support that individual students may require and initiate a plan to provide them with support on an ongoing basis.

This policy addresses the guidelines and procedures to identify and support any students with Computer literacy needs.

Purpose

Skills Institute Australia (SIA) courses prepare our students for professional life in a highly digital world. Not only do many of the units of competency that we offer specifically focus on learning and developing information technology skills, but also the methods of learning and taking assessments are increasingly dependent on information technology, whether used in the classroom, the workshop, or at home.

SIA is determined to maximise the chance of each of our students to succeed and therefore has implemented the following procedure to identify any Computer literacy gaps in any student in order to provide support as required.

Policy and procedure

1. All new enrolments at SIA will be required to be assessed on their computer literacy skills
2. Existing SIA students enrolling in new courses are not required to be assessed on computer literacy
3. Tests will be taken on under supervision to ensure authenticity
 - a. Students who are onshore will take the test on campus under supervision of SIA staff

- b. Offshore applicants will take the test under direct supervision of SIA approved agents
4. Tests will be taken as early as possible
 - a. Upon enrolment, or
 - b. Upon commencement if a supervised test cannot be arranged beforehand
5. Computer literacy gaps are referred to the Academic coordinator, who will recommend, implement and supervise a course of action
6. If SIA is not able to provide the specific requirements of the individual computer literacy support program,
 - a. Applicants will be recommended to pursue computer literacy training prior to enrolment
 - b. Students may be referred to external support providers