

ICA10111 - Certificate I in Information, Digital Media Technology

VISA Checklist

School:

1. Hardware Audit

Supply details of hardware.

Minimum requirements

- Hardware suitable to run software listed under **SOFTWARE AUDIT**
- Other Digital Devices such as *but not limited to* Audio-visual device, digital camera, external memory device, multi-card reader and writer, PDA and MP3 player, Smartphone, Tablet (iPad or similar), video camera
(Insert a page if you need more space)

2. Software Audit

Supply details of software to be used.

Minimum requirements

- Microsoft Office version:
- Windows version:
- Internet Explorer 8.0 or higher

Other, please specify:
(Insert a page if you need more space)

3. Resource Audit

Supply details of the resources to be used

List resources used:
(Insert a page if you need more space)

4. Assessment Audit

Supply details of the assessments to be used for each competency

- TAFE SA assessment
- Own assessment - you must supply the assessment instruments to be used. These must be validated by TAFESA before used as the assessment instrument. Assessment competency matrix must also be supplied.

ICA20111 - Certificate II in Information, Digital Media Technology

VISA Checklist

School:.....

1. Hardware Audit

Supply details of hardware.

- Hardware suitable to run software listed under **SOFTWARE AUDIT**
- External hardware components may include but are not limited to (please specify):
- Printers, scanners, digital cameras, tape cartridges
- Speakers, multimedia kits
- Personal computer, modems, Wi-Fi router
- Mouse, touch pad, keyboard, pens
- Mobile phones, palmtops and PDAs, laptops
- Bluetooth devices, universal serial bus (USB)
- Headphones

Other, please specify:
(Insert a page if you need more space)

2. Software Audit

Supply details of software to be used.

Minimum requirements

- Microsoft Office version:
- Windows version:
- Internet Explorer 8.0 or higher
- Email client software or web-based email (please specify):.....
- Photoshop or alternative (please specify):.....
- Anti-virus software (please specify):
- Acrobat reader
- Diagnostic tools (please specify):.....
- Virtual Machine if required (Virtual Box or VMware) (please specify):.....

Other, please specify:
(Insert a page if you need more space)

3. Resource Audit

Supply details of the resources to be used

List resources used:

4. Assessment Audit

Supply details of the assessments to be used for each competency

- TAFE SA assessment
Own assessment - you must supply the assessment instruments to be used. These must be validated by TAFESA before used as the assessment instrument. Assessment competency matrix must also be supplied