Certificate II in Information Digital Media and Technology ICT20115 Term 1

Assessment project / activity / task *(All codes and names must match Section 8)*					
Project 1	Unit 1 – Using technology wisely – Word Processing, WHS and sustainability				
Estimated duration	9 Weeks	**Unit/s for which evidence will be gathered**	**Evidence-gathering techniques used** (More than one technique must be ticked for each unit or cluster of units.)		**Evidence-gathering tool code**
Description *(summary)*	*This unit will develop students' skills in word processing, students' knowledge of WHS necessary to carry out their own work and skills and knowledge required to effectively measure resource use and carry out improvements.*	• BSBWHS201 **Contribute to health and safety of self and others** • BSBSUS201 Participate in environmentally sustainable work practices • ICTICT203 Operate application software packages (Partial completion, Element 2)	**Observation checklist**	☑	O1-4
			Worksheet	☑	A1-2
			Folio of responses to learning episodes	☐	
			Learner Diary based on learning episodes	☑	D1-1
			Assignment / Project	☑	A1-3
			Portfolio of work	☐	