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| **2018 VET Teacher Training**  **Information and Digital Technology**  **Supporting Evidence** |

**SECTION 1: RELEVANT EMPLOYMENT / INDUSTRY EXPERIENCE**

Please provide information about employment or work related to your application. Please list experience chronologically, starting with your most recent employment. Relate to the syllabus wherever possible.

**Please refer to the application guidelines before completing this section**. Please provide information about employment or work **related to your application.** Please list experience **chronologically,** starting with your **most recent** employment.

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| **EMPLOYER DETAILS**  Attach validated evidence of your experience | **TYPE OF WORK**  Attach validated evidence of your experience (Eg: job description). | **TYPE OF EMPLOYMENT** | **DATES OF EMPLOYMENT**  P/T or Casual work - specify total time and/or frequency Eg. Hours per week |
| Company: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Supervisor: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Phone: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | ❒ F/T  ❒ P/T  ❒ Casual  ❒ Voluntary | From: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  To: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| Company: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Supervisor: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Phone: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | ❒ F/T  ❒ P/T  ❒ Casual  ❒ Voluntary | From: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  To: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| Company: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Supervisor: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Phone: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | ❒ F/T  ❒ P/T  ❒ Casual  ❒ Voluntary | From: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  To: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |

To assist in identifying your existing qualifications and experience you are required to map your experience and/or qualifications to each of the following units of competency and provide appropriate evidence. You should include reference to any recent industry specific experience or qualifications you may have.

The term “**recent**” refers to within the last **five years**. This may include:

* **Formal training** through a registered training organisation (validated by transcripts, certificates)
* **Employment** in the industry (duties should be verified by letters from employers, community organisations)
* **Experience** from extra-curricular school activities, public performances etc, (activities and role should be verified by letter from school principal)
* **Other experience** or **skills** relevant to this nomination. (Verified by appropriate person).

Copies of original documents can be certified by a Justice of the Peace with official stamp OR by School Principal with school stamp.

**SECTION 2: EVIDENCE TO SUPPORT YOUR APPLICATION FOR INTO THE TRAINING PROGRAM**

NOTE: To determine your training program, you will need to provide evidence of your experience in certain performance criteria from the units of competency, highlighted in the table below.

*Please expand the tables for additional content below this point if required.*

| **Unit and title of Competency**  **(Mandatory Units)** | **Describe your school or Industry based experience related**  **to this unit of competency** | **List documents attached supporting your claim of experience** |
| --- | --- | --- |
| BSBWHS304 Participate effectively in WHS communication and consultative processes |  |  |
| BSBSUS401 Implement and monitor environmentally sustainable work practices |  |  |
| ICTICT202 Work and communicate effectively in an IT environment |  |  |
| ICTICT301 Create user documentation |  |  |
| ICTICT302 Install and optimise operating system software |  |  |
| ICTSAS301 Run standard diagnostic tests |  |  |
| ICTICT203 Operate application software packages |  |  |
| ICTICT304 Implement system software changes |  |  |
| ICTICT307 Customise packaged software applications for clients |  |  |
| ICTICT308 Use advanced features of computer applications |  |  |
| ICTICT409 Develop macros and templates for clients using standard products |  |  |
| ICTSAS305 Provide IT advice to clients |  |  |
| BSBEBU401 Review and maintain a website |  |  |
| ICTWEB201 Use social media tools for collaboration and engagement |  |  |
| ICTWEB301 Create a simple markup language document |  |  |
| ICTWEB302 Build simple websites using commercial programs |  |  |
| ICTWEB303 Produce digital images for the web |  |  |