TECHNOLOGY AND EQUIPMENT STANDARD FOR STUDENTS

PREAMBLE

AEG offers courses that are technically intensive and to participate in these courses students will need to have certain technical equipment, software and design equipment. This Standard sets out the technology and equipment required to undertake all AEG courses.

DEFINITIONS AND ACRONYMS

"AEG" means Australian Pacific College Education Group and includes Australian Pacific College, English Unlimited and APC Design School.

"DSR" means Digital Solutions Resources.

"LIU" means the Learning Innovation Unit.

"Standard" means this Technology and Equipment Standard for Students.

"VLE" means Virtual Learning Environment

1.   AUTHORITY, RESPONSIBILITY AND ACCOUNTABILITY

1.1   The Academic Committee has authority for setting the technological and equipment standards and requirements for the Courses of AEG together with specialist technical advice from DSR.

1.2   The LIU is responsible and accountable for implementing this Standard and most importantly the clear communication of the requirements of the Standard to students.

2.   STANDARD

2.1   Students are informed on the AEG website, in their Letter of Offer and in other post-enrolment correspondence that the course they intend to study requires them to have certain forms of technical hardware, software and other equipment.

2.3   The costs of purchasing (and all costs associated with) the technology and equipment required for the student's course must be paid for by the Student.

2.4   Students should contact AEG if they have any questions regarding the technology or equipment needed.

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3. TECHNOLOGY AND EQUIPMENT REQUIREMENTS FOR ALL AEG STUDENTS (excluding those students referred to in clauses 4 to 8 below)

3.1 It is recommended that students in AEG courses other than those courses listed in clauses 4, 5 and 6 below have:

    a) a monitored student email address provided by AEG;
    b) a modern device equipped with camera technology;
    c) broadband internet access (25Mbps speed is a minimum requirement);
    d) sufficient IT skill sets to operate in an online environment; and
    e) CompatibleInternet Browser to upload and download files and to access various online platforms such as (but not limited to website building platforms, social media platforms, canva, Moodle, Google Suite and Microsoft Office 365).

4. TECHNOLOGY AND EQUIPMENT REQUIREMENTS FOR GRAPHIC DESIGN STUDENTS

4.1 Graphic Design students will require the following personal internet access, equipment and software;

    a) a monitored student email address provided by AEG;
    b) a modern device (see specs below) equipped with camera technology (AEG recommends the use of a computer);
    c) broadband internet access (25Mbps is a minimum requirement);
    d) a video capable device and/or a digital camera;
    e) access to a scanner/printer (minimum 1000+ DPI, A4 size);
    g) Adobe CC; InDesign, Photoshop and Illustrator and other as required (Student Subscription); and
    h) Compatible Internet Browser to upload and download files and to access various online platforms such as (but not limited to website building platforms, social media platforms, canva, Moodle, Google Suite and Microsoft Office 365).

4.2 Other requirements: pencils/markers, sketchbook, presentation and model making materials as required.

4.3 To operate Adobe Creative Cloud Applications the device has to keep up with minimum requirements for each application. These minimum requirements are available publicly on each vendor's website.

5. TECHNOLOGY AND EQUIPMENT REQUIREMENTS FOR INTERIOR DESIGN STUDENTS

5.1 Interior Design students will require the following personal internet access, equipment and software;

    a) a monitored student email address provided by AEG;

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b)   a modern device with camera technology;
c)   broadband internet access (25 Mbps is a minimum requirement);
d)   a video capable device and/or a digital camera;
e)   access to a scanner/printer (minimum 1000+ DPI, A4 size);
g)   AutoCAD - latest major version available;
h)   Revit - latest major version available – (Advanced Diploma only);
i)   SketchUp – Web/Cloud version or paid offline version by
      subscription; and
j)   Compatible Internet Browser to upload and download files and to access
      various online platforms such as (but not limited to website building platforms,
      social media platforms, canva, Moodle, Google Suite and Microsoft Office
      365).

5.2   Other requirements: pencils/markers, sketchbook, presentation/mood board and
       model making materials as required

5.3   To operate AutoCAD, Revit and Sketchup the device has to keep up with minimum
       requirements for each application. These minimum requirements are available
       publicly on each vendor;s website.

6.   TECHNOLOGY AND EQUIPMENT REQUIREMENTS FOR FASHION DESIGN STUDENTS.

6.1   Students will use the following personal internet access, equipment and software
       through their qualification. It is recommended that students wait to buy their personal
       subscription for each piece of software until they are required to use the software in
       each subject.

a)   Adobe CC; Photoshop and Illustrator (Not needed till Term 2 of course);
b)   Compatible Internet Browser to upload and download files and to access
      various online platforms such as (but not limited to website building platforms,
      social media platforms, canva, Moodle, Google Suite and Microsoft Office
      365);
c)   Other requirements:
      i)   dress form;
      ii)   sewing machine;
      iii)   iron & ironing board;
      iv)   pattern making tools;
      v)   sketchbook; and
      vi)   pencils/markers, presentation/material board materials, fabric and
              threads as required.

7.   TECHNOLOGY AND EQUIPMENT REQUIREMENTS FOR USER EXPERIENCE DESIGN STUDENTS.

7.1   Students will use the following personal internet access and software through their
       qualification. Each of the following pieces of additional software are free, web based
       and accessible via setting up a free user account:

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a)   Figma
b)   Canva
c)   Google Sites (part of the free Gmail suite offerings)

8.   TECHNOLOGY AND EQUIPMENT REQUIREMENTS FOR ACCOUNTING STUDENTS.

8.1   Students studying Certificate IV in Accounting and Bookkeeping will require:
a)   access to cloud accounting software (Xero):
       https://www.xero.com/au/ (the free 30-days trial version is used)
b)   broadband internet access (25Mbps is a minimum requirement);
c)   PDF (to be used to generate various reports)

8.2   There are no specific technology and equipment requirements for students studying any of the other accounting courses offered at AEG other than those mentioned in clause 3 above.

9.   TECHNOLOGY AND EQUIPMENT REQUIREMENTS FOR TRAVEL STUDENTS.

9.1   Students studying Certificate III in Travel and Diploma of Travel and Tourism Management require:
a)   access to cloud computer reservation software (Galileo):
       https://my.travelport.com
b)   broadband internet access (25Mbps is a minimum requirement);

9.2   There are no specific technology and equipment requirements for students studying any of the other Travel, Tourism or Hospitality courses offered at AEG other than those mentioned in clause 3 above.

STANDARD REVIEW
This Standard will be reviewed as part of AEG's three (3) yearly review.

RELEVANT LEGISLATION
This document references no legislation, regulations, codes or standards.

RELATED POLICIES/DOCUMENTS
This document references the following AEG policies/documents:

Related Policies and Documents	
Policies	Student Enrolment Policy and Procedure
Documents	Letter of Offer

KEYWORDS

Keywords	technology, equipment, software, hardware

STANDARD OWNER

Owner	Learning Innovation Unit

STANDARD HISTORY

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