

## DIGITAL SKILLS TEST

Dear student, welcome to the digital skill test, please follow the instructions below and send your completed word document to [studentsupport@gbca.edu.au](mailto:studentsupport@gbca.edu.au)

1. Open the website: <https://www.skills.vic.gov.au>

Search for the course that you are interested in.

2. Open Microsoft Word on your desktop

3. Type your name and date of birth IN CAPITAL

4. Copy the name of the first 2 colleges as the result of your search into the word document that you opened in step 2.

5. Type the following paragraph below the name of the 2 colleges

Governance of the sector. At the national level, Australia's VET system is led by a council made up of Australian, state and territory government ministers responsible for industry and skills. The Council of Australian Governments (COAG) Industry and Skills Council provides leadership and direction for the sector. The council has streamlined governance arrangements, policy development and the oversight of the performance of the VET sector. As a result, the Australian Industry and Skills Committee was established to provide industry with a formal role in advising the COAG Industry and Skills Council on policy directions and decision making in the national training system. Both Australian and state and territory governments have roles in the governance, regulation and support of our national VET system, and work alongside various independent bodies to ensure quality outcomes are delivered. Australian state and territory governments have ministers, government departments and training authorities that administer vocational education and training. Australian industry plays a leading role in the VET system to ensure the sector drives improvements in productivity and competitiveness across the economy. Funding of VET delivery. VET delivery in Australia is largely funded by the Australian, state and territory governments. However, companies and individuals also contribute to the cost of training. Companies contribute by purchasing training for their employees, while students contribute through the payment of course and administrative fees.

6. Format this paragraph as following:

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Change the document to: Font size: 11 , Font: Calibri (Body)

7. Save the document as “Your Full name\_Date.doc”

For example, “Tom\_WANG\_1\_Mar\_2019.doc”

8. Email your completed document to [studentsupport@gbca.edu.au](mailto:studentsupport@gbca.edu.au)