



ICT20115 Certificate II in Information, Digital Media and Technology

This course is a Nationally recognised training product delivered by Tauondi Aboriginal College. (RTO Code: 2370)

ICT20115 Certificate II in Information, Digital Media and Technology qualification comprises of Seven (7) Core Units and Seven (7) Elective Units.

You will gain foundation level information and communications technology (ICT) skills and knowledge. The practical business-oriented skills covered, will allow participation in various areas of information technology. You will develop the knowledge and skills required to operate a personal computer and a range of application software, including word processing, spreadsheets, databases, presentation packages, various digital media, email and internet browsers. You will also learn the installation of computing equipment.

The outcomes provide a foundation for developing higher-order computing and information technology skills.

Career opportunities

- Basic ICT support to office assistant or equivalent level
- Records management or data processing at a junior level
- Applications support officer
- Supplement ICT functions in roles in other industries, e.g. retail, warehousing or manufacturing

Please note: Completion of this qualification does not guarantee an employment outcome.

Core Units of Competency

- BSBSUS201 - Participate in environmentally sustainable work practices
- BSBWHS201 - Contribute to health and safety of self and others
- ICTICT201 - Use computer operating systems and hardware
- ICTICT202 - Work and communicate effectively in an ICT environment
- ICTICT203 - Operate application software packages
- ICTICT204 - Operate a digital media technology package
- ICTWEB201 - Use social media tools for collaboration and engagement

Elective Units of Competency

- ICTICT211 - Identify and use basic current industry specific technologies
- ICTSAS207 - Protect and secure information assets
- ICTSAS209 - Connect and use a home based local wireless network
- ICTSAS303 - Care for computer hardware
- ICTICT207 - Integrate commercial computing packages
- ICTSAS203 - Connect hardware peripherals
- ICTSAS205 - Maintain ICT system integrity



Duration

ICT20115 Certificate II in Information, Digital Media and Technology runs three (3) days a week Tuesday to Thursday 9 am - 3 pm. It can be completed over a twelve (12) month period with full-time study.

Training Location & Modes of Delivery

All training is conducted onsite at Tauondi Aboriginal College utilising a combination of class based delivery and practical assessment.

Entry Requirements

The eligibility criteria is vital in ensuring successful completion of the Certificate. Applicants must meet the minimum requirements for enrolment, including:

- Be a minimum of 16 years of age
- Be of Aboriginal or Torres Strait Islander descent
- Possess a valid Unique Student Identifier (USI)
- Complete a Tauondi LL&N assessment

Fees

This qualification is provided to Aboriginal and Torres Strait students at no charge. However, please be aware that there are limitations on the number of qualifications a person may study under the Abstudy program. For further details please contact Centrelink in person or by phone on 132 307.

Recognised Prior Learning

Tauondi Aboriginal College recognises the importance of skills and knowledge that you bring to the college. You may have gained these in the workforce, through previous study or even life experience.

Recognition of Prior Learning (RPL) is a process that tries to match these skills and knowledge to the outcomes of your chosen course.

Tauondi will recognise any qualifications and statements of attainment gained from other registered training organisations.

If you are interested in RPL opportunities, contact student services at Tauondi or refer to the Student Handbook for more details.

Enrolment

Please note: Enrolment in this qualification does not guarantee successful completion.

For further details on ICT20115 Certificate II in Information, Digital Media and Technology please go to www.tauondi.sa.edu.au or contact Student Services:

- in person
- by email studentservices@tauondi.sa.edu.au
- by phone on 08 8240 0300



Tauondi Aboriginal College (RTO Code: 2370)

Tauondi is a Kurna word, meaning to penetrate or break through. The name of the College acknowledges the Kurna people, our hosts and the traditional owners of this land.

We acknowledge Aboriginal and Torres Strait Islander Peoples as the Traditional Owners of this country throughout Australia, and their connection to Land and Community. We pay our respect to them and their cultures, and to the Elders both past and present.

Address: 1 Lipson Street, Port Adelaide SA 5015
Telephone: 08 8240 0300
Web: www.tauondi.sa.edu.au

Document Version
V1.4 25-07-2018CB