



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). 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. **Note 1*

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

ICT20115 Certificate II in Information, Digital Media and Technology qualification comprises 14 units to be achieved for this qualification. Package rules are Seven (7) Core Units and Seven (7) Elective Units.

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 is timetabled four (4) days a week, **Monday to Thursday 9 am - 3 pm**. It can be completed over a twelve (12) month period with full-time study, totalling **760** training (*contact*) hours. There are Four (4) Terms for the 2019 Academic calendar year at Tauondi as below

2019 Student Academic Calendar			
Term	Start	End (inclusive)	Weeks
1	Monday 04 February 2019	Fri 12 April 2019	10
2	Monday 29 April 2019	Friday 05 July 2019	10
3	Monday 22 July 2019	Friday 27 September 2019	10
4	Monday 14 October 2019	Friday 06 December 2019	8
2019 Student Term Break Periods			
End Term 1	Monday 15 April 2019 to Friday 26 April 2019 inclusive		2 weeks
End Term 2	Monday 08 July 2019 to Friday 19 July 2019 inclusive		2 weeks
End Term 3	Monday 30 Sept 2019 to Friday 11 October 2019 inclusive		2 weeks

Training Location & Modes of Delivery

Training is conducted onsite at Tauondi Aboriginal College*. Training is delivered through a blend of Trainer led classes, sessions, presentations, practical demonstrations and workshops. Students work through manuals, learning activities, group work, online learning activities and accredited assessments in a supported and nurturing environment. Your course may also include excursions and external visits to partner organisations to further your learning. *Note 2

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 17 years of age unless exemption approval provided
- 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 here 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 **1800 132 317**.



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. Credit Transfer (**CT**) will be applied. If you are interested in RPL/CT opportunities, contact Student Services at Tauondi or refer to the Student Handbook for more details.

Work Placements

Work placement* is not required for the completion of this course. However, if you feel that you would like to participate in a work placement, speak to your Trainer, Career Services or Mentor about how Tauondi can support you. Prior to the commencement of work placement, host employers **may** require students to have:

- Department of Human Services (National Criminal History Report Check)
- Manual Handling Certificate
- Child Safe Environments and/or RAN-EC

Tauondi Aboriginal College will support students in gaining any of these requirements. Tauondi Student Services and Tauondi Career Services assists students with mentoring, work experience and employment. *Note 3

Pathway to further study:

- ICT30115 Certificate III in Information, Digital Media and Technology
- ICT30415 Certificate III in Telecommunications Network Build and Operate

Enrolment

For further details on ICT20115 Certificate II in Information, Digital Media and Technology please contact Student Services:

- in person at: 1 Lipson Street Port Adelaide SA 5015
- by email to: studentservices@tauondi.sa.edu.au
- by phone on: (08) 8240 0300
- website: www.tauondi.sa.edu.au

Note 1: Completion of this qualification does not guarantee an employment outcome.

Note 2: Enrolment in this qualification does not guarantee successful completion.

Note 3: Work placements will require students to wear appropriate professional attire suitable or our industry. Tauondi does not supply business attire for work placements, however on request we can refer you to relevant partner organisations for assistance.