



## 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, and 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 of 14 units. To attain this qualification the packaging 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
- ICTICT210 Operate database applications
- ICTSAS209 Connect and use a home based local wireless network
- ICTSAS206 Detect and protect from spam and destructive software
- ICTICT207 Integrate commercial computing packages
- ICTSAS203 Connect hardware peripherals
- ICTSAS207 Protect and secure information assets



## 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 **780** training (*contact*) hours.

There are four (4) terms for the 2020 academic calendar year at Tauondi as shown below

2020 Student Academic Calendar			
Term	Start	End (inclusive)	Weeks
1	Monday 03 February 2020	Fri 09 April 2020	10
2	Monday 27 April 2020	Friday 03 July 2020	10
3	Monday 20 July 2020	Friday 25 September 2020	10
4	Monday 12 October 2020	Friday 11 December 2020	9
2020 Student Term Break Periods			
End Term 1	Monday 13 April 2020 to Friday 24 April 2020 inclusive		2 weeks
End Term 2	Monday 06 July 2020 to Friday 17 July 2020 inclusive		2 weeks
End Term 3	Monday 28 Sept 2020 to Friday 09 October 2020 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 Islander 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 **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 Record 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:

- ICT30118 Certificate III in Information, Digital Media and Technology
- ICT30419 Certificate III in Telecommunications Network Build and Operation

## 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](mailto:studentservices@tauondi.sa.edu.au)
- by phone on: (08) 8240 0300
- website: [www.tauondi.sa.edu.au](http://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.*