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| Subject name | Certificate II in Applied Digital Technologies (ICT20120) |
| Subject code | VDT |
| Subject type | VET (up to 12 months) |
| Subject fee | Nil |
| Entry requirements | There are no prerequisite requirements for this course. |

QUALIFICATION DESCRIPTION:

The Certificate II in Applied Digital Technologies program aims to initiate skill development and potential career pathways in Information Technology. Individuals develop a folio of work that demonstrates their ability to carry out a range of basic procedural and operational tasks that require digital and technology skills. Students perform a range of mainly routine tasks using limited practical skills and knowledge in a defined context. The qualification is suitable for someone generally performing under direct supervision.

QUALIFICATION PACKAGING RULES:

Students who successfully complete this qualification receive 4 QCE Points.

Students in this course will work through **12 units of competency: 6 Core unit and 6 Elective**

| Unit Code | Unit Name | Core/Elective |
|-----------|---|---------------|
| BSBSUS211 | Participate in sustainable work practices | Core Unit |
| BSBTEC202 | Use digital technologies to communicate in a work environment | Core Unit |
| BSBWHS211 | Contribute to the health and safety of self and others | Core Unit |
| ICTICT213 | Use computer operating systems and hardware | Core Unit |
| ICTICT214 | Operate application software packages | Core Unit |
| ICTICT215 | Operate digital media technology packages | Core Unit |
| CUADIG303 | Produce and prepare photo images | Elective Unit |
| CUADIG212 | Develop digital imaging skills | Elective Unit |
| CUAPOS211 | Perform basic vision and sound editing | Elective Unit |
| ICTICT223 | Install software applications | Elective Unit |
| ICTSAS216 | Maintain ICT equipment and replace consumables | Elective Unit |
| ICTSAS218 | Obtain and connect hardware peripherals | Elective Unit |

ASSESSMENT:

Assessment is competency based and therefore no levels of achievement are awarded. Assessment for this qualification is continuous and units of competency have been clustered into groups and are assessed in 2 Projects, culminating in a Folio of Work. Observations also form part of the Folio and must be demonstrated in-class.

CAREERS:

Further study at TAFE and traineeships in various entry level technology careers or employment in business.

SERVICE AGREEMENT:

The RTO guarantees that the student will be provided with every opportunity to complete the certificate as per the rights and obligations outlined in the enrolment process and information handbooks provided. Students successfully achieving all qualification requirements will be provided with the Qualification and record of results. Students who achieve at least one unit (but not the full qualification) will receive a Statement of Attainment. Students entering this qualification after it has commenced may have difficulty in gaining the full qualification in the remaining time. **RTO Provider Code - 30258**



PLEASE NOTE: Unforeseen loss of qualified staff may result in the qualification not being completed. Correct at time of publication but subject to change