

Vocational Education and Training

Certificate II in Applied Digital Technologies ICT20120 Handbook

real skills for
real careers



Student Guide



RTO 31851

Vocational Education and Training

Vocational Education and Training (VET) is designed to provide pathways for students from secondary education to employment or further education and training

Students have the opportunity to study vocational education programs which contribute both to the Queensland Certificate of Education (QCE) and to a nationally recognised qualification.

Why VET?

VOCATIONAL EDUCATION AND TRAINING can.....

- Open doors to an increasing range of careers, work and further learning pathways;
- Be a dynamic, launching pad for your career;
- Provide a range of training and employment pathways, and
- Be an exciting way to learn

PATHWAYS

Further training pathways from this qualification include, but are not limited to:

- Certificate III in Information Digital Media and Technology
- Certificate IV in Information Technology
- Certificate IV in Support
- Certificate IV in Web-Based Technologies
- Certificate IV in Networking
- Certificate IV in Programming
- Certificate IV in Cyber Security

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Content

Certificate II in Applied Digital Technologies Overview	4
<ul style="list-style-type: none">• Overview• Job Roles• Entry Requirements• Fees• Queensland Certificate of Education (QCE) Credit	
Qualification Information	5
Delivery and Assessment	6
<ul style="list-style-type: none">• Program Duration• Mode of Delivery• Assessment	
Certification	7
<ul style="list-style-type: none">• Certificate / Statement of Attainment• USI Number• Credit Transfer• Recognition of Prior Learning (RPL)	

Certificate II in Applied Digital Technologies ICT20120

COURSE OVERVIEW

This qualification provides the foundation skills and knowledge to use basic applied digital technologies in varied contexts. It is designed for those developing the necessary digital and technology skills in preparation for work. These individuals carry out a range of basic procedural and operational tasks that require digital and technology skills. They 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 work under direct supervision.

JOB ROLES

Individuals with this qualification are able to perform roles such as Data Entry Clerk, Systems Administration Assistant, Help Desk Support, Software Tester, Systems Tester

ENTRY REQUIREMENTS

There are no formal entry requirements.

FEES

There are no additional costs involved in this course

CREDIT FOR QUEENSLAND CERTIFICATE OF EDUCATION (QCE)

Potential 4 Points towards QCE.

Qualification

Seton College will be the Registered Training Organisation for this course. The course will be delivered as a stand-alone VET certificate course delivered by qualified teachers at the college.

The course has been developed to be delivered over two years, commencing in Year 11 and finishing in Year 12. Students are required to complete 6 core units and 6 elective units.

The units of competency offered in this course are as follows:

National Code	Unit of Competency Title	Core/ Elective
BSBWHS211	Contribute to health and safety of self and others	Core
BSBSUS211	Participate in sustainable work practices	Core
ICTICT213	Use computer operating systems and hardware	Core
BSBTEC202	Use digital technologies to communicate in a work environment	Core
ICTICT214	Operate application software packages	Core
ICTICTT215	Operate digital media technology packages	Core
ICTICT207	Integrate commercial computing packages	Elective
BSBTEC303	Create electronic presentations	Elective
BSBTEC201	Use business software packages	Elective
ICTSAS214	Protect devices from spam and destructive software	Elective
BSBPEF201	Support personal wellbeing in the workplace	Elective
ICTSAS308	Run standard diagnostic tests	Elective

Correct at time of publication but subject to change

FURTHER INFORMATION:

<https://training.gov.au/Training/Details/ICT20120>

Delivery and Assessment

Program Duration

Course will be delivered over 2 years via 4 x 46 min lessons per week

Mode of Delivery

A range of delivery modes will be used during the teaching and learning of this qualification. These include:

- face-to-face instruction
- guided learning
- online training

Assessment

Competency based means the consistent application of knowledge and skill to the standard of performance required in the workplace. It embodies the ability to transfer and apply skills and knowledge to new situations and environments.

Assessment will consist of

- Observations — observation of workplace activities
- Questioning — oral, written
- Completion of portfolios

Students will sign an assessment agreement prior to completing assessment in each module/project. A student's email address provides the same acknowledgement as a written signature.

Certification

RTO Obligation

The RTO guarantees that the student will be provided with every opportunity to complete the qualification. We do not guarantee employment upon completion of this qualification.

Students who are deemed competent in all 12 units of competency will be awarded a ***Qualification and a record of results.***

Students who achieve at least one unit of competency (but not the full qualification) will receive a ***Statement of Attainment.***

USI Numbers

The school RTO will not issue an AQF certificate, record of results or Statement of Attainment to a student without having a verified USI for that individual. Signed permission must be obtained for the school to use the USI number.

Credit Arrangements

Credit Transfer relates to recognition of any unit of competency or module a student has successfully completed at any Registered Training Organisation (RTO).

If a student has a statement of attainment for a unit of competency and it has the same code as a unit of competency making up this program, the student may make a claim for a credit transfer.

Recognition of Prior Learning (RPL)

RPL is an assessment process that involves assessment of an individual's relevant prior learning (including formal, informal and non-formal learning) to determine the credit outcomes of an individual's application for credit.

Further Information

For further information please contact:

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