COURSE OUTLINE

ICT20115 is a nationally-recognised qualification derived from the ICT Information and Communications Technology Training Package (Release 2.0).

This entry level qualification provides students the foundation skills and knowledge to use information and communications technology (ICT) in any industry.

QUALIFICATION: ICT20115 Certificate II in Information, Digital Media and Technology

<table>
<thead>
<tr>
<th>Entry Requirements</th>
<th>QCE Points</th>
<th>Timing</th>
<th>Duration</th>
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</thead>
<tbody>
<tr>
<td>Nil</td>
<td>Four (4)</td>
<td>Year 11</td>
<td>2 Years</td>
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DELIVERY MODE *(Online course. Internet access essential as no hardcopies are provided)*

This course is available only online.

The typical course completion time is two (2) years.

CSDE uses the Learning Place (eLearn/Blackboard) and Blackboard Collaborate (iConnect).

This course is designed to 2 x 60 minute lessons per week.

Students are expected to engage in lessons on a regular basis, as well as meeting course requirements according to the Assessment Calendar.

Regular contact with the teacher/trainer is essential.

FEES

No fees applicable for Education Queensland Students.

UNITS *(All 14 competencies to be completed to achieve full accreditation)*

Core

- BSBWHS201 Contribute to health and safety of self and others
- BSBSUS201 Participate in environmentally sustainable work practices
- 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

- ICTSAS203 Connect hardware peripherals
- ICPDMT321 Capture a digital image
- ICTICT205 Design basic organisational documents using computing packages
- ICTICT206 Install software applications
- ICTICT209 Interact with ICT clients
- ICTICT303 Connect internal hardware components
- ICTICT301 Create user documentation
ICT20115 Certificate II in Information, Digital Media and Technology

ASSESSMENT

Assessment in this course is based on Project Based Training (PBT). Competency can be achieved via a variety of VET modes of assessment including submission of tasks, face-to-face demonstration to an assessor, work placement (third party observations) and web conferencing. Students in this course will be Working Towards Competency (WTC) across all six (6) competencies. To gain the full qualification in Certificate I Information Digital Media and Technology, students must successfully complete all six units as Competent (C). Students who do not successfully achieve all six units of competencies receive a Statement of Attainment for those units of competencies achieved successfully.

WORK EXPERIENCE REQUIREMENT

Students undertaking this course are required to undertake work experience in the Information Communications and Technology Industry as per the teachers/assessors instructions as an incorporation of third party observations for specific units of competencies.

STUDENT REQUIREMENTS

Equipment

- Computer, internet and email are mandatory.
- Lesson delivery requires a computer headset with microphone.
- Printer
- Scanner
- Access to a digital camera/digital video source

Software

- Windows 7, 8 or 10, Mac OS X 10.6 or higher
- Adobe Acrobat Reader
- Microsoft Office (Word, Excel, Publisher, Outlook, Access and PowerPoint)

How to Apply

Capricornia SDE – Support and Resources – Forms and Documents – Documents - Enrolment

DISCLAIMER: Delivery of this course is dependent on RTO arrangements and student numbers.

All information contained is accurate at time of publication.