ICT20115 Certificate II in Information, Digital Media and Technology

Vocational Education and Training course
The Registered Training Organisation delivering this course is Brisbane School of Distance Education (RTO #1585)

ICT20115 Certificate II in Information, Digital Media and Technology is a nationally-recognised qualification from the ICT Information and Communication Technology Training Package (Release 3.1).

The course develops students’ information technology skills, as required for work in an IT environment in any industry. Students will learn how to: use a range of computer applications, including Microsoft Word, Excel, PowerPoint and Publisher, to produce business documents and presentations; develop a knowledge of workplace health and safety and sustainability; use digital photography; use MovieMaker to produce movies; install an operating system (other than Windows) and install software; integrate computer packages; communicate electronically, including use of email, discussion forums and wikis; and use social media. Communication is an important workplace skill, therefore students will be required to use their microphones in lessons.

To achieve the ICT20115 Certificate II in Information, Digital Media and Technology qualification, students must achieve competency in the seven core units and seven elective units of competency.

The competencies studied are listed on the following page.

Pathways

Achievement of Certificate II in Information, Digital Media and Technology will provide opportunities for individuals to pursue and achieve career goals. Students can progress to a Certificate III in Information, Digital Media and Technology, before specialising in Certificate IV in computer systems, interactive games, digital media technologies, information technology, networking, information technology support, testing, programming, systems analysis and design, and web-based design, at higher certificate levels.
Structure

The ICT20115 Certificate II in Information, Digital Media and Technology course is structured into six topics studied over two years. Units of Competency studied in each topic are:

<table>
<thead>
<tr>
<th>Topic 1</th>
<th>Topic 2</th>
<th>Topic 3</th>
<th>Topic 4</th>
<th>Topic 5</th>
<th>Topic 6</th>
</tr>
</thead>
<tbody>
<tr>
<td>Application software</td>
<td>System software</td>
<td>Safety and sustainability</td>
<td>Sound editing</td>
<td>Photo editing</td>
<td>Communicating in IT</td>
</tr>
<tr>
<td>ICTICT203</td>
<td>ICTICT201</td>
<td>BSBWHS201</td>
<td>ICTICT204</td>
<td>CUADIG303</td>
<td>ICTICT202</td>
</tr>
<tr>
<td>Operate application software</td>
<td>Use computer operating systems</td>
<td>Contribute to health and safety</td>
<td>Operate a digital media technology</td>
<td>Produce and prepare photo images</td>
<td>Work and communicate effectively in an ICT environment</td>
</tr>
<tr>
<td>packages (core)</td>
<td>and hardware (core)</td>
<td>of self and others (core)</td>
<td>package (core)</td>
<td>images</td>
<td>(core)</td>
</tr>
<tr>
<td>ICTICT207</td>
<td>ICTSAS205</td>
<td>BSBUS201</td>
<td>ICTICT204</td>
<td>CUASOU202</td>
<td>ICTWEB201</td>
</tr>
<tr>
<td>Integrate commercial computing</td>
<td>Maintain ICT system integrity</td>
<td>Participate in environmentally</td>
<td>Operate a digital media</td>
<td>Perform basic sound editing</td>
<td>Use social media tools for</td>
</tr>
<tr>
<td>packages</td>
<td>ICTSAS206</td>
<td>sustainable work practices</td>
<td>technology package (core)</td>
<td>sound editing</td>
<td>collaboration and engagement</td>
</tr>
<tr>
<td>BSBITU312</td>
<td>Detect and protect from spam</td>
<td>(core)</td>
<td>CUASOU202</td>
<td>ICPDMT321</td>
<td>(core)</td>
</tr>
<tr>
<td>Create electronic presentations</td>
<td>and destructive software</td>
<td></td>
<td></td>
<td>Capture a digital image</td>
<td></td>
</tr>
</tbody>
</table>

This course is delivered online. No hard copies of materials are provided and reliable internet access is essential. Attendance at three scheduled lessons per week is a mandatory aspect of delivery for the purpose of observation of the development of the student's skills and competencies. Training and assessment activities for this course include: task work, conversations, demonstration of skills and competencies and, if applicable, work placement.

Up to four QCE credit points are awarded for new learning on the completion of the qualification.

Work Placement

ICT20115 Certificate II in Information, Digital Media and Technology is a vocational subject and industry experience is extremely valuable in enabling students to understand the world of work and to experience working in the chosen vocational area. Students are encouraged to undertake some work placement during the course and should contact their trainer/assessor for more information once enrolled.

Assessment

Assessment for VET courses is competency based.

Students are able to demonstrate the required skills and knowledge during scheduled lessons using video, sharing applications or in conversations, through submission of tasks and face-to-face at BrisbaneSDE.

Until students complete the course, progress is recorded as ‘Working Towards Competency’ (WTC).

Students do not receive a rating of A–E for VET subjects. ICT20115 Certificate II in Information, Digital Media and Technology is issued when all 14 units are assessed as competent. If the full certificate is not achieved, a Statement of Attainment is issued listing units achieved.

No certification can be issued until the student has created and supplied their Unique Student Identifier (USI). (For more information see: www.usi.gov.au.)
Assessment tools used are:

<table>
<thead>
<tr>
<th>Folio of documents</th>
<th>Questions</th>
<th>Assessor Observation</th>
</tr>
</thead>
<tbody>
<tr>
<td>Students are required to complete tasks according to scenario-based instructions, set within the context of a simulated business environment.</td>
<td>Students answer written assessment questions relating to knowledge and skills of the unit/s of competency being assessed.</td>
<td>Observations are completed by the teacher (assessor) during online lessons as students demonstrate completion of the folio tasks.</td>
</tr>
</tbody>
</table>

Credit transfer

Students who have achieved units of competency in another qualification may be eligible for credit transfer towards the achievement of this qualification. To organise credit transfer, students should contact their trainer/assessor, once enrolled.

Requirements

**Computer hardware:**
- Computer headset and microphone is essential
- Access to a digital camera (which can be set to manual as well as automatic) and a digital video
- Unit ICTWEB201: Use social media tools for collaboration and engagement is a core unit, and requires students to identify, access and use social-media tools and applications, including YouTube, Facebook and Twitter

**Computer software:**
- Windows 7 or higher
- Microsoft Word, Excel, PowerPoint and Publisher 2010 or higher
- Freeware: PhotoFiltre, Audacity, Gadwin PrintScreen 5.4

Disclaimer

All of the above information is accurate at time of publication.