

## 4.7 ICT20115 Certificate II in Information, Digital Media & Technology



RTO Registration # 52499

**Fourteen Units of Competency are required to achieve this qualification - eight of which must be attained in Year 11:**

- BSBWHS201 – Contribute to health and safety of self and others [Core]
- BSBSUS201 – Participate in environmentally sustainable work practices [C]
- ICTICT201 - Use computer operating systems and hardware [C]
- ICTICT202 – Work and communicate effectively in an ICT environment [C]
- ICTICT203 – Operate application software packages [C]
- ICTICT206 – Install software applications [Elective]
- ICTSAS203 – Connect hardware peripherals [E]
- ICTSAS206 – Detect and protect from spam and destructive software [E]
- ICTICT204 – Operate a digital media technology package [C]
- ICTWEB201 – Use social media tools for collaboration & engagement [C]
- ICTICT205 – Design basic organisational documents using computer packages [E]
- ICTSAS202 – Apply problem-solving techniques to routine ICT malfunctions [E]
- ICPDMT321 – Capture a digital image [E]
- ICPDMT263 – Access and use the internet [E]

**This qualification will enable you to gain practical skills and knowledge in:**

- Basic data processing and application support
- Producing and manipulating digital images for multimedia production
- Provide client support and configuring operating systems
- Selecting and sourcing appropriate software
- Protecting computers from harmful software
- Following occupational health and safety standards to avoid injury
- Knowledge of current industry accepted hardware & software products
- Installing, maintaining and using computer software & hardware



**This VET qualification provides you with industry recognized skills and is designed to assist you in accessing further training.**

**N.B. A certificate will not be issued by the RTO until they receive all student evidence and it meets the required standard to be deemed competent.**

**Duration:** Delivered as a 'stand-alone' course over two years under the auspices of VCS.

**Cost:** \$80 per annum fee includes enrolment, consumables and issue of Statement of Attainment and Certificate on completion.

**Total Nominal Hours:** 395

**Pre-requisite:** Must know how to operate a personal computer and be familiar with a variety of application software packages e.g. MS Word, Power Point, Excel, etc.

**Pathway:** Certificate III in IT

**More information:** VCS website [www.vetis.net.au](http://www.vetis.net.au)