



Australian Government

ICT20120 Certificate II in Applied Digital Technologies

Release 1

ICT20120 Certificate II in Applied Digital Technologies

Modification History

Release	Comments
Release 1	This version first released with ICT Information and Communications Technology Training Package Version 7.0.

Qualification Description

This pathways qualification provides the foundation skills and knowledge to use basic applied digital technologies in varied contexts.

The qualification 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 under direct supervision.

Licensing, legislative, regulatory or certification considerations

No licensing, legislative or certification requirements apply to this qualification at the time of publication.

Entry Requirements

Nil

Packaging Rules

Total number of units = 12

6 core units plus

6 elective units, of which:

- at least 3 must be from Group A
- of the remaining electives:
 - all may be from the electives listed below
 - up to 2 may be from elsewhere in this or any other currently endorsed training package qualification or accredited course at AQF Level 1, 2 or 3.

Elective units must be relevant to the work environment and the qualification, maintain the overall integrity of the AQF alignment, not duplicate the outcome of another unit chosen for the qualification, and contribute to a valid industry-supported vocational outcome.

Core units

BSBSUS211 Participate in sustainable work practices
BSBTEC202 Use digital technologies to communicate in a work environment
BSBWHS211 Contribute to the health and safety of self and others
ICTICT213 Use computer operating systems and hardware
ICTICT214 Operate application software packages
ICTICT215 Operate digital media technology packages

Elective units**Group A - Digital and technology skills**

BSBTEC101 Operate digital devices
BSBTEC201 Use business software applications
BSBTEC203 Research using the internet
BSBTEC301 Design and produce business documents
BSBTEC302 Design and produce spreadsheets
BSBTEC303 Create electronic presentations
BSBXCS301 Protect own personal online profile from cyber security threats
BSBXCS302 Identify and report online security threats
BSBXCS303 Securely manage personally identifiable information and workplace information
ICTICT206 Install software applications
ICTICT207 Integrate commercial computing packages
ICTICT208 Operate accounting applications
ICTICT210 Operate database applications
ICTICT216 Design and create basic organisational documents
ICTICT219 Interact and resolve queries with ICT clients
ICTICT221 Identify and use specific industry standard technologies
ICTICT222 Research and share ICT solutions for Indigenous users
ICTSAS203 Connect hardware peripherals
ICTSAS210 Update and maintain hardware, software and documentation inventories
ICTSAS211 Develop solutions for basic ICT malfunctions and problems
ICTSAS212 Record the requirements of client support requests
ICTSAS213 Maintain ICT system integrity
ICTSAS214 Protect devices from spam and destructive software
ICTSAS215 Protect and secure information assets
ICTSAS216 Maintain ICT equipment and replace consumables
ICTSAS217 Connect a home based local wireless network
ICTWEB306 Develop web presence using social media

Group B - 'Work ready' skills

BSBCRT201 Develop and apply thinking and problem solving skills
BSBINS201 Process and maintain workplace information

BSBOPS201 Work effectively in business environments

BSBOPS202 Engage with customers

BSBOPS203 Deliver a service to customers

BSBPEF201 Support personal wellbeing in the workplace

BSBPEF202 Plan and apply time management

BSBTWK201 Work effectively with others

CUADIG201 Maintain interactive content

CUADIG202 Develop digital imaging skills

CUADIG303 Produce and prepare photo images

CUAPOS201 Perform basic vision and sound editing

CUASOU202 Perform basic sound editing

FSKDIG002 Use digital technology for routine and simple workplace tasks

FSKDIG003 Use digital technology for non-routine workplace tasks

Qualification Mapping Information

No equivalent qualification. Supersedes and is not equivalent to ICT10115 Certificate I in Information, Digital Media and Technology and ICT20115 Certificate II in Information, Digital Media and Technology.

Links

Companion Volume Implementation Guide is found on VETNet -

<https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=a53af4e4-b400-484e-b778-71c9e9d6aff2>