Australian Government

ICT20120 Certificate II in Applied Digital Technologies

Release 2

ICT20120 Certificate II in Applied Digital Technologies

Modification History

Release	Comments
Release 2	This version first released with ICT Information and Communications Technology Training Package Version 8.0. 9 units of competency have been replaced with their relevant superseding unit.
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 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

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

ICTICT223 Install software applications

ICTICT224 Integrate commercial computing packages

ICTICT225 Operate accounting applications

ICTICT226 Operate simple database applications

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 the integrity of ICT systems

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

ICTSAS218 Obtain and connect hardware peripherals

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

CUADIG211 Maintain interactive content

CUADIG212 Develop digital imaging skills

CUADIG303 Produce and prepare photo images

CUAPOS211 Perform basic vision and sound editing

CUASOU212 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