

VET COURSE INFORMATION FOR STUDENTS

ST JAMES COLLEGE - RTO: 30526

ICT20115 – CERTIFICATE II IN INFORMATION, DIGITAL MEDIA AND TECHNOLOGY

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

FUTURE PATHWAYS: Office Administrator or employment in any organisation which uses technology in its day-to-day business operations

To achieve the Certificate II in Information, Digital Media and Technology qualification, the student must demonstrate competency in fourteen (14) units of competency including seven (7) core units and seven (7) elective units. If the student does not successfully achieve competency in all fourteen (14) units the student will be awarded a Statement of Attainment listing only the competencies achieved.

Core Units of Competency

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 Units of Competency

CUADIG303	Produce and prepare photo images
CUFSOU202	Perform basic sound editing
CUADIG201	Maintain interactive content
ICTICT206	Install software applications
ICTSAS208	Maintain ICT equipment and consumables
ICTSAS203	Connect hardware peripherals
BSBITU302	Create electronic presentations

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ESTIMATED DURATION: Two (2) academic years (11 & 12)

TRAINING/ASSESSMENT LOCATION: St James College, 201 Boundary St, Brisbane

MODE OF DELIVERY: A combination of the following may apply:

Face to face in a simulated workplace environment for required performance and knowledge evidence

- In a classroom for some components of training for knowledge evidence

RELATED SUPPORT SERVICES: Students may negotiate support in addition to scheduled hours, to develop the required skills and knowledge

WORK PLACEMENT ARRANGEMENTS: Work Placement may be required to meet the requirements of the course. This may occur outside school hours, weekends and/or school holiday periods. **A work placement opportunity will only be offered in recognition of completed course work and satisfactory course attendance.**

OBLIGATIONS TO STUDENTS: The College will be responsible for the quality of training and assessment and the issuance of Certification

ENTRY REQUIREMENTS/PRE-REQUISITES: Successful application for USI and provision of this number to VET Department. Students who enrol after the Certificate start date (commencement of Year 11) may only be able to negotiate a package of competencies leading to a Statement of Attainment. They may not be able to achieve the Certificate qualification. There are currently no pre-requisites for this course.

STUDENT OBLIGATIONS: This includes any materials or equipment required. For example, internet access at home.

STUDENT REQUIREMENTS TO COMPLETE COURSE: As detailed in the student agreement form

RTO COMPLAINTS & APPEALS PROCESS: Access to Complaint and Appeals Process via [St James College website](#)

RECOGNITION OF PRIOR LEARNING (RPL): Recognition of Prior Learning (RPL) Process via [St James College website](#)

ASSESSMENT: Competency based assessment that requires students to demonstrate knowledge and skill acquisition and application to the standard of performance required in the workplace. This may include: questioning, observation, practical tasks, third party reports and online training

FEE INFORMATION: No cost to student