VTP482 Essential Digital Skills for a Work Environment

DESCRIPTION

This course provides a basic understanding of the technologies, digital devices and software applications used in a typical working environment, allowing the user to select appropriately.

It describes the skills and knowledge required to use the technologies and standard document types to search the internet, organise electronic information and data, and communicate in a workplace context with email, instant messaging and other similar communication platform.

WHS issues in an office environment and user ergonomic requirements will also be covered.

ELIGIBILITY/ENTRY REQUIREMENTS

A Language, Literacy, Numeracy and Digital Literacy (LLND) evaluation helps identify any areas where you may need additional support to help you achieve your goals.

Students need to attend a pre-enrolment interview with the lecturer to determine if they have the required LLND skills to successfully engage and that the course selection is suitable.

DELIVERY DETAILS

Location(s)	Alice Springs, Casuarina, Katherine, Remote (by arrangement)
Duration*	10 weeks full-time
Study mode ^^	Online, face-to-face, blended

* Duration may vary depending on how long a student takes to reach the required competency level.
^^ Course timetable will be provided on application for the course.
^^Information relating to study modes can be found in the 2026 TAFE Student Guide

FEES

Fee Type	2026 Course Fees
NT Government supported*	$385.00 (Regional and Remote only)
Full Fee	$1,160.00

This course is supported by the NT Government for eligible domestic students who are NT residents.

*For Regional and Remote-only supported courses, the delivery location of the course needs to be listed on the NTG's Delivery allowance for VET-funded programs with regional or remote as the location

category to be eligible. A limited number of NT government-supported places are available, so secure your place now.

Fees shown are indicative and subject to change annually. Actual course fees may vary depending on the units chosen. For International non-student visa-holders; study eligibility needs to be verified before enrolment. Fees may vary depending on the visa type. The course fee rates will vary for commercial contract arrangements.

For further clarification and information on fees, fee exemptions, payment options, instalment plans, and refunds, contact CDU on 1800 061 963 or refer to TAFE Fees and Payments

ASSESSMENT

Skills and knowledge assessments are an essential step in progressing through your course. You may be assessed in a number of ways including written assessment, questioning , portfolios, work samples, direct observation, practical assessments and third-party feedback.

Throughout your course you will receive information about assessments including how, when and where assessments will be conducted.

RECOGNITION OF PRIOR LEARNING (RPL)

RPL is a process that determines whether the skills, knowledge and experience you've gained through your previous study, work or life experience can count towards a vocational training qualification at CDU. For more information, VET RPL.

CREDIT TRANSFER (CT)

Charles Darwin University as a Registered Training Organisation recognises the Australian Qualifications Framework qualifications and Statement of Attainments issued by any other Australian Registered Training Organisation (RTO).

Students are encouraged to submit any requests for credit from previous studies at the time of enrolment, to ensure they are not enrolling in units they may not need to undertake.

RESOURCES

Students are provided learning and assessment materials via email or online login.

The recommended technology requirements are so students can access the computer labs, hardware and software remotely and to study online, the requirements will allow students to continue their study into VTP482 Essential Digital Skills for a Work Environment.

The recommended requirements include:
- computer with video conferencing capability (webcam, microphone and speakers or headset), recommended browser and internet plan to practice skills and complete assessment activities at home.
- computers that support MS Office 365 Suite of applications.
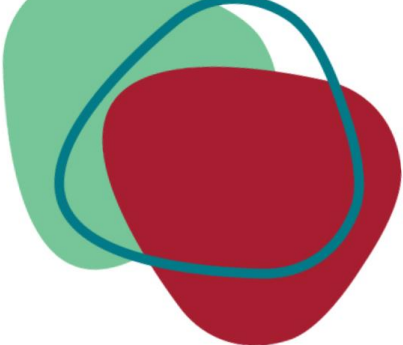
STUDY AND CAREER PATHWAYS

Further training pathways from this program include but are not limited to BSB20120 Certificate II in Workplace Skills.

This course applies to those who perform a range of routine digital tasks in the various sectors of the business services industry. This course may assist students to further their career by increasing their knowledge and skills in a business and office environment.

The learnt skills are also useful for working from home either in business or personal interest activities.

PROGRAM CONTENT

This training program covers three (3) units of competency taken from the Business Services Training Package, which is recognised nationwide.

UNITS

BSBTEC101	Operate Digital Devices
BSBTEC201	Use Business Software Applications
BSBTEC202	Use Digital Technologies to Communicate in a Work Environment

WITHDRAWING FROM A PROGRAM

You may withdraw from this program and receive, where relevant, a Statement of Attainment for all units of competency you have successfully completed.

SUPPORT SERVICES

The University provides support for students in many areas, including Accommodation, Careers and Employability, Counselling, Disability Services, Financial Support Services, Student Advocacy, Indigenous Tutorial Support Services, International Student Support Services, Library Services, and VET Learner Support Services.

More information is available at Student Support - Life, Health and Wellbeing

CONTACT DETAILS

ICT, Cyber Security and Digital

E.   tafe.ict@cdu.edu.au
T.   08 8946 7517 (CAS) 08 8959 5461 (ASP)
W.   https://www.cdu.edu.au/tafe

For further information regarding student life at CDU, please refer to https://www.cdu.edu.au/study/student-life.

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