ICT20120 Certificate II in Applied Digital Technology

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.

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

This course can be undertaken as a traineeship. Visit TAFE Apprenticeships and Traineeships for more information.

ELIGIBILITY/ENTRY REQUIREMENTS

There are no entry requirements into ICT20120 Certificate II Applied Digital Technologies in however the preferred pathways for candidates considering this qualification may include:

- Demonstrated vocational experience in a range of work environments using information technologies.

To ensure you have the skills and support needed to study this course, all applicants are required to complete a Language, Literacy, Numeracy and Digital Literacy (LLND) evaluation.

DELIVERY DETAILS

Location(s)	Alice Springs
Duration*	12 months full time, 24 months part time
Study mode ^^	Face-to-face
Start Date/s ^	Delivery for 2027 commence on: 28/01/2027 Students can enrol at any time after the identified start date and will commence at the start of the next available unit. A specific commencement date will be determined in consultation with the delivery team.

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Attendance	Mandatory one session per week at local campus. Class Time: Every Thursday 8.00 am – 4.00 pm Additional class time may be offered to suit students' needs.

** 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 2027 TAFE Student Guide

FEES

Fee Type	2027 Course Fees
NT Government Supported*	Free
Full Fee	$4,634.00 - $5,296.00

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

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RESOURCES

Students will have 24/7 access to assessments and learning resources on Learnline, CDU's online learning platform. Before you can start using Learnline, you'll need to make sure that your computer has the correct setup. For more details: https://www.cdu.edu.au/current-students/services/learnline
Students are provided with learning and assessment materials via the Brambling server.

Hardware

When at a CDU campus all hardware required is on-site.

When you are studying away from campus then the following hardware is recommended.

- Desktop or laptop
  - Minimum specifications for the device
  - Operating System – One you are comfortable with. Commonly Windows 10 or 11 64-bit
  - Processor – 2GHz or faster (higher the better)
  - Memory/RAM – 8GB
  - Graphics Processor (GPU) – 4GB
  - Hard Disk/Storage – 256GB

- Monitor (desktop with monitor or laptop with one (or two) externally connected monitor/s
- Internet access
- Headphones (with microphone)
- Microphone to interact with the classroom
- USB Drive (minimum 4GB)

Software

All software is provided when on campus via CDU devices.

When away from campus it is advised you have access to the following software.

- An internet browser
- Microsoft Office 365

STUDY AND CAREER PATHWAYS

Further training pathways from this qualification include but are not limited to ICT30120 Certificate III in Information Technology.

The course also provides foundation digital literacy knowledge for all occupations.

Possible occupations relevant to this qualification include:

- IT Technician
- Help Desk Officer
- Customer Service Representative (ICT)
- Client Support Officer (ICT)
- User Support Specialist

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QUALIFICATION CONTENT

To achieve ICT20120 Certificate II in Applied Digital Technologies, a total of twelve (12) units of competency must be completed, comprising six (6) core and six (6) elective units as detailed in the packaging rules and listed below. The electives offered may vary between campuses.

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	
ICTICT223	Install software applications
ICTSAS218	Obtain and connect hardware peripherals
ICTSAS214	Protect devices from spam and destructive software
ICTSAS217	Connect a home based local wireless network
ICTWEB306	Develop web presence using social media
BSBXCS301	Protect own personal online profile from cyber security threats
Group B – 'Work ready' skills	
CUADIG303	Produce and prepare photo images
CUADIG212	Develop digital imaging skills

WITHDRAWING FROM A QUALIFICATION

You may withdraw from this qualification 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

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CONTACT DETAILS

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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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