This course provides a foundation in Information and Communication Technologies (ICT) with a focus on working effectively in an IT environment. You will develop intermediate skills in word processing, spreadsheet operations and using databases (particularly the Microsoft Office programs).

The course will develop skills and knowledge in relation to workplace safety procedures and provide an introduction to multimedia applications and general proficiency in hardware. The qualification has the fundamental ICT knowledge, skills base and core units required for entry into all Information Technology qualifications from Certificate III upwards.

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Certificate II in Information, Digital Media and Technology (ICT20115)

Get started in IT
Put your computer knowledge to work and gain a nationally recognised qualification you can use as a foundation in general computing. The RGIT Certificate II Information Digital Media and Technology delivered as a School Based Apprenticeship and Traineeship (SBAT) provides you with real work experience while you complete your VCE or VCAL.

Career Pathways
- Office Assistant
- Records Management Assistant
- Junior Office Assistant
- Administrative Assistant

Work placement
Your work placement will be sourced by one of our experienced work placement managers. The work placement is based on the qualification that you choose (to ensure that the work placement is industry relevant) and will be based on reasonable distance from the area where you live/go to school. If you choose to find your own placement, please let us know so that we can guide you through the process.

Entry Requirements
If you’re over 15 and enrolled in VCE or VCAL, you can take on a SBAT with RGIT. A SBAT gives you the option to combine part-time employment and structured training with your current VCE or VCAL studies.

You will also need to participate in a combination of class activities, role plays, written assignments and group work through a structured training day with us which gets credited towards your VCE or VCAL.

How much will it cost?
RGIT is committed to sourcing and securing funding opportunities from the Government’s training fund for all eligible participants. To be eligible for this funding, you need to be an Australian Citizen or Permanent Resident of Australia. You also must have not completed a qualification higher than a Certificate II level. This criteria does not apply to people under 20 years old or seeking to do apprenticeship.

Course Duration
The SBAT program runs for a full school year starting in term 1. You will be required to complete 7 hours of employment with a host workplace and 6 hours of structured training with RGIT.

Course Structure
This qualification comprises of 7 core units and 7 elective units.

Core units
- BSBWHS201 - Contribute to health and safety of self and others
- ICTICT203 - Operate application software packages
- ICTICT201 - Use computer operating systems and hardware
- ICTICT202 - Work and communicate effectively in an ICT environment
- ICTWEB201 - Use social media tools for collaboration and engagement
- ICTICT204 - Operate a digital media technology package
- BSSSUS201 - Participate in environmentally sustainable work practices

Elective units
- ICTSAS203 - Connect hardware peripherals
- ICTICT206 - Install software applications
- ICTICT205 - Design basic organisational documents using computing packages
- ICTICT210 - Operate database applications
- ICTICT207 - Integrate commercial computing packages
- ICTCT208 - Operate accounting applications
- ICTSAS208 - Maintain ICT equipment and consumables

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