

ICT20120 Certificate II in Applied Digital Technologies

300 In Class Hours

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 overall 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.

6 core units

plus

6 elective units

Term 1 - 4 x Units Finalised (5pts) Term 2 - 4 x Units Finalised (18pts) Term 3 – 4 x Units Finalised (11pts)

6 x Core:

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

6 x Electives:

5 Electives from Group A - Digital literacy & technology skills (minimum of 3):

ICTICT223 Install software applications

ICTSAS210 Update and maintain hardware, software and documentation inventories

ICTSAS218 Obtain and connect hardware peripherals

ICTSAS214 Protect devices from spam and destructive software

ICTSAS217 Connect a home based local wireless network

Group E - Generalist IT Support

ICTICT314 Connect internal hardware components

[National Training Register - ICT20120 Certificate II in Applied Digital Technologies](#)

Refer to **DECYP RTO VET Student Guide 2025** for more information

Week	Date	Program of Learning 2025	Notes / Assessments
1	6 Feb	Resume & Cover Letter (1w)	Practical Application <i>Yr 11s and 12's return February 6 (Thursday)</i>
2	10 Feb	SmartMove WHS Safety Certificate (1w)	Knowledge Quiz
3	17 Feb	Ergonomics Knowledge Quiz (1w)	Knowledge Quiz
4	24 Feb	Identify and Report WHS Hazards in the Workplace (1w)	Practical Assessment <i>Wed 26 Feb – Launceston Cup</i>
5	3 Mar	Identify and Report Environmental Hazards in the Workplace (1w)	Practical Assessment
6	10 Mar	Power Efficiency Diagnostics Report (1w)	Practical Assessment
7	17 Mar	Virus, Malware and Spam – Knowledge Quiz (1w)	Knowledge Quiz
8	24 Mar	Simulated Virus & Malware removal from different Device and File Types (1w)	Practical Assessment
9	31 Mar	Installing Operating Systems (Ongoing)	Practical Application
10	7 Apr	Term 1 - Final Practical Assessment (1w)	Practical Assessment
Term 1 break – Saturday 12 April – Sunday 27 April			
1	28 Apr	Internal Hardware Components Knowledge Quiz (1w)	Knowledge Quiz
2	5 May	Computer Disassembly, Clean & Reassembly (1w)	Practical Assessment
3	12 May	Computer Disassembly, Clean & Reassembly - User Guide (1w)	Practical Assessment
4	19 May	Binary Conversion Basics & ANDing (1/2w) IP Addressing Basics & Subnetting (1/2w)	Practical Application Practical Application
5	26 May	Client Network - Diagram (1w)	Practical Assessment
6	2 June	Client Network - Question & Answer (1w)	Practical Assessment
7	9 June	Client Network - Hardware/Software Quotation (2w)	Practical Assessment
8	16 June		
9	23 June	Client Network - Hardware/Software & User Inventory	Practical Assessment
10	30 June	Term 2 - Practical LAN – Workstation Manual IP Addressing	Practical Application
Term 2 break – Saturday 5 July – Sunday 20 July			
1	21 July	Advanced Sharing & Security (1w)	Practical Application
2	28 July	Multi-Layered Meme (must follow the GIMP tutorial) (1w)	Practical Assessment
3	4 Aug		
4	11 Aug	Workplace Communications - Knowledge Quiz (1w)	Knowledge Quiz
5	18 Aug	Workplace Communication Tools – Evidence Document with Lodgement of a Client HelpDesk Ticket Request and client interaction (2w)	Practical Assessment
6	25 Aug		
7	1 Sep	Plan, Install & Configure a Network Printer (1w)	Practical Assessment
8	8 Sep	Plan, Install & Configure a Wireless Access Point - OC (1w)	Practical Assessment
9	15 Sep	Join and Leave a Domain Network (1w)	Practical Application
10	22 Sep	Term 3 - Practical LAN – Server/Client Domain	Practical Application
Term 3 break – Saturday 27 September – Sunday 12 October			
1	13 Oct	Completion of all tasks and assessments	
2	20 Oct	Completion of all tasks and assessments	
3	27 Oct	Completion of all tasks and assessments	<i>Fri 31 Oct - Moderation Day (LC students work from home)</i>
4	3 Nov	Completion of all tasks and assessments	<i>Mon 3 Nov – Public Holiday</i>

