



# RTTF

Ringwood Trade Training Facility

# Certificate II in Information, Digital Media & Technology ICA20111

Training Package: ICA11 Information and Communications Technology

This qualification covers the following units of competence:

### Core - Compulsory Units

- BSBOH201A: Participate in OHS process
- BSBSUS201A: Participate in environmentally sustainable work practices
- ICAICT201A: Use computer operating systems and hardware
- ICAICT202A: Work and communicate effectively in an IT environment
- ICAICT203A: Operate application software packages
- ICAICT204A: Operate a digital media technology package
- ICAWEB201A: Use social media tools for collaboration and engagement
- Electives - Networking and Hardware - Suggested Units
- Total of 7 elective units are required
- ICAICT206A: Install software applications
- ICAICT209A: Interact with ICT clients
- ICASAS202A: Apply problem-solving techniques to routine IT malfunction
- ICASAS203A: Connect hardware peripherals
- ICASAS204A: Record client support requirements
- ICASAS205A: Maintain IT system integrity
- ICASAS206A: Detect and protect from spam and destructive software
- ICASAS209A: Connect and use a home-based local wireless network

The skill set provides a foundation for further information technology skills.

Career opportunities/vocational outcomes: The qualification provides computer skills required in many current job roles such as:

- :: Junior network assistant
- :: Help desk operator
- :: IT assistant or trainee
- :: PC or client support officer
- :: Maintenance technician or further studies in Information Technology.

Articulation: With a Certificate II qualification you may qualify for an improved position in higher Information Technology courses at Certificate III, IV.

Entry requirements: There are no formal educational requirements for this course; however applicants should have some experience using computers and must be at least 15 years of age at January 1 in the year of the course

- Why IT with us:
  - :: Ringwood Trade Training Facility (RTTF) is a Registered Training Organisation that specialises in the delivery of IT, auto and engineering vocational training
  - :: Exceptional facilities and resources
  - :: Strong links with local industry and education and training sector including TAFE
  - :: Industry trained staff
  - :: Easy access via public transport - Ringwood and Ringwood East Railway Stations
  - :: Gain a nationally recognized training qualification whilst at school.

Student Selection: Your application will be assessed using the following selection criteria:

1. Documented participation in relevant employment, relevant workplace and life experience, casual or voluntary work experience.
2. Previous education and training including courses and subjects undertaken at school, your workplace, and elsewhere.
3. Desire to be a self motivated, committed student with a determination to succeed.

2015 Course Fees			
Materials	Amenities	Tuition	Total (\$)
\$100	\$100	\$250	\$450
\$100	\$100	\$50 (concession)	\$250

\* To be eligible for concession a current health care card or equivalent must be presented prior to commencement of training

**3 Hill Street  
Ringwood East, VIC  
RTO No. 22475**

Days & venue: The course will be delivered over one year at Ringwood Trade Training Facility:  
Classes are run on both: Tuesday 1.30pm to 7.30pm  
Wednesday 1.30pm to 7.30pm

03 9845 7560  
info@rttf.vic.edu.au  
www.rttf.vic.edu.au

For all enrolment enquiries contact the IT Pathways Manager Kevork Krozian on  
kkrozian@ringwoodsc.vic.edu.au or call 0419 356 034

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