Disability Programs

Timetables and units

ICT20120
Certificate II in Applied
Digital Technologies

Units

Applications	
ICTICT214	Operate application software packages
ICTICT216	Design and create basic organisational documents
ICTICT207	Integrate commercial computing packages

Work Ready	Skills
BSBTEC202	Use digital technologies to communicate in a work environment
BSBPEF202	Plan and apply time management
BSBWHS211	Contribute to the health and safety of self and others
BSBSUS202	Participate in environmentally sustainable work practices

Note: Delivery of applications units is clustered across 2 days.

Time	Monday	Tuesday	Wednesday	Thursday	Friday
9.00					
9.30 to 11.00		Cert II IT Applications: Office B3053	Cert II IT Applications: Photoshop B3053		Cert II IT Work Ready Skills B3053
		15 min	*15 min*		*15 min*
11.15 to 12.30		Cert II IT Applications: Office B3053	Cert II IT Applications: Photoshop B3053		Cert II IT Work Ready Skills B3053
		30 min	*30 min*		*30 min*
1.00 to 2.15		USIQ Session 1 B3053	USIQ Session 3 D111		USIQ Session 5 D111
		15 min	*15 min*		*15 min*
2.30 to 3.30		USIQ Session 2 B3053	USIQ Session 4 D111		USIQ Session 6 D111

Note: break times are a guide and may vary depending on content requirements and student needs.

Unit Plan – Applications & Work Ready Skills

Disability Programs

ICT20120 Certificate II in Applied Digital Technologies
Semester 1 2022

Cluster title	Applications & Work Ready Skills
National codes Unit titles	***Software Applications*** ICTICT214 Operate application software packages ICTICT216 Design and create basic organisational documents ICTICT207 Integrate commercial computing packages ***Work Ready Skills*** BSBTEC202 Use digital technologies to communicate in a work environment BSBPEF202 Plan and apply time management BSBWHS211 Contribute to the health and safety of self and others BSBSUS202 Participate in environmentally sustainable work practices
Trainer/Assessor	Matt Jolliffe
Email	matthew.jolliffe@nmtafe.wa.edu.au
Phone	9202 4715
Consultation details	By appointment
Session days/times	Tuesday 9.30am-3.30pm, Wednesday 9.30am-3.30pm, Friday 9.30am-3.30pm
Venue (optional)	B3053 East Perth campus

Required Student Resources	USB Flash Drive (at least 8Gb) Digital camera/smartphone Headphones Pens

Elements	***Applications*** **ICTICT214 Operate application software packages** 　1. Prepare to operate software packages 　2. Use word-processing software 　3. Use spreadsheet software 　4. Use third application software package **ICTICT216 Design basic organisational documents** 　1. Prepare to develop organisational documents 　2. Develop organisational documents 　3. Evaluate organisational documents and incorporate feedback **ICTICT207 Integrate commercial computing packages** 　1. Determine work requirements 　2. Integrate data across different software application packages 　3. Save and retrieve data with the aid of help functions

Elements	**Work Ready Skills**
	BSBTEC202 Use digital technologies to communicate in a work environment
	1. Identify purpose and methods of digital communication
	2. Implement procedures to send and receive digital communications
	3. Assist with managing digital communications
	BSBPEF202 Plan and apply time management
	1. Organise work schedule
	2. Complete work tasks
	3. Review work performance
	BSBWHS201 Contribute to health and safety of self and others
	1. Work safely
	2. Implement work safety requirements
	3. Participate in WHS consultative processes
	BSBSUS201 Participate in environmentally sustainable work practices
	1. Identify current resource use
	2. Comply with environmental regulations
	3. Seek opportunities to improve resource efficiency

Assessment Summary

Software Applications

Assessment	Title and brief description	Due Date
Assessment 1	**Applications Knowledge Questions** Answer a series of questions regarding using & integrating applications and designing documents	
Assessment 2 Activity 1	**VR Movie Spreadsheet** Design, create & edit a spreadsheet for a movie theatre using data provided including formula & a chart	
Assessment 2 Activity 2	**Mail Merge Wine Club Letter** Design a letterhead template and data source. Use these to create a mail merge	
Assessment 2 Activity 3	**Dteq Banner Art** Use image manipulation software to create YouTube banner art for a client	

Industry Skills

Assessment	Title and brief description	Due Date
BSBPEF202	Plan and apply time management	
Assessment 1	**Time Management Knowledge Questions**	
Assessment 2 Activity 1	**Organise Schedule - Task List Screenshot**	
Assessment 2 Activity 2	**Skills Demonstration Checklist**	

Assessment	Title and brief description	Due Date
Assessment 2 Activity 3	**Review Performance**	
BSBTEC202	Use digital technologies to communicate in a work environment	
Assessment 1	**Use Digital Tech to Communicate Knowledge Questions**	
Assessment 2 Activity 1	**Digital Communication Report**	
Assessment 2 Activity 2	**Use Digital Communication**	
Assessment 2 Activity 3	**Manage Digital Communication**	
BSBWHS201	Contribute to health and safety of self and others	
Assessment 1	**WHS Knowledge Questions**	
Assessment 2 Activity 1	**Checklist & Hazard Report**	
Assessment 2 Activity 2	**Demonstration Checklist**	
Assessment 2 Activity 3	**WHS Manual**	
BSBSUS201	Participate in environmentally sustainable work practices	
Assessment 1	**Sustainability Knowledge Questions**	
Assessment 2 Activity 1	**Current Usage Report**	
Assessment 2 Activity 2	**Identify and Report Breaches**	
Assessment 2 Activity 3	**Improve Practices Report**	

Reasonable Adjustment

We recognise that every student has different learning styles and needs. Please let your lecturer know if there is anything that may have an effect on your learning so they may be able to adjust your plan.

Results and Appeals

Students may lodge an appeal against an academic result. Appeals must be lodged within four weeks of the date of your statement of academic record being issued. Please contact the Student Experience Team relevant to your portfolio area.

Absences

If you are unable to attend any class or assessment session you must inform your lecturer as soon as possible.

If you miss an assessment due to illness, please provide your lecturer with a medical certificate in order to negotiate an alternate time for the assessment.

Plagiarism

Plagiarism is using another person's ideas and words without clearly acknowledging the source of the information. It is not acceptable to submit an assessment that is based on another person's work and claim it as your own. If you submit an assessment that is significantly or recognizably the same or similar in content as submitted by another student (current or past) you may have to submit another assessment.

Assessment Resit/Resubmission

You shall be permitted to have at least two attempts to demonstrate competency against a unit of competency or cluster of units of competency.

To qualify for re-assessment:

- you must have made a reasonable attempt to complete the assessment satisfactorily

  AND

- you must have submitted the original assessment by the due date

  OR

- you must have attended and participated in the original assessment event

In the case of a re-assessment opportunity, your lecturer will give you a due date for your second attempt. Should you not achieve a Satisfactory result on the second attempt, you will need to re-enrol (R) in the unit.

In certain situations a re-assessment is not possible; please refer to your assessment instructions.