



ICT10115 Certificate I in Information, Digital Media and Technology

Course Information

This course is a Nationally Recognised accredited course from the ICT Information and Communications Technology Training Package. This qualification provides the skills and knowledge for individuals to safely perform foundation digital literacy tasks using a personal computer and a range of software applications and digital devices.

Occupation

This qualification provides foundation digital literacy skills to support a wide range of varying industry occupations.

Prerequisites

- There are no qualification prerequisites to undertake this course.
- Sound basic reading and writing skills are required. The College may be able to provide additional training support in this area if needed.

Paying for the course:

- The College can offer Smart and Skilled funding for this qualification for eligible learners. Student fees under this program range from \$0 to \$240 if unemployed. There is no cost if the student is indigenous or has a disability whether employed or unemployed. Subsidies also apply to students who are currently working however the student fee component may be higher. Please check the student fee with the College.
- For those students who are not eligible for a Smart and Skilled subsidy the course is priced at \$1,200 and can be paid for in monthly installments after payment of an initial deposit.
- This course is approved by Centrelink as a full time course and various other supplementary assistance may be available in accordance with your individual circumstances. Please enquire further with Centrelink. .



Course delivery

- The course is delivered over 32 weeks including term breaks
- Classroom attendance is 1 day per week for 26 weeks.
- It will require approximately 10 hours per week further study at home (including in term breaks).
- You will be provided with detailed learning and assessment materials for each unit.

Course packaging rules

Students are required to complete 6 units, 4 of which are core and 2 which are elective. The College confers with industry to select the electives offered. If students seek electives outside those units offered below, that request needs to be negotiated with the College and could alter the fee structure.

Code	Title	Core / Elective
ICTICT101	Operate a personal computer	C
ICTICT102	Operate word-processing applications	C
ICTICT103	Use, communicate and search securely on the internet	C
ICTICT104	Use digital devices	C
ICTICT105	Operate spreadsheet applications	E
ICTICT106	Operate presentation packages	E

Recognition of Prior Learning (RPL)

Students who have workplace experience in this industry may be able to have those skills recognised by RPL for all or part of the qualification. You will need to discuss your request for RPL with the tutor.

Assessment

- There are no exams.
- Your competency (knowledge and skills) is assessed through
 - Completion of set assignments
 - Practical demonstration of skills
 - Your attitude to study, your commitment to the course and through your participation in course activities.
- You are required to attend at least 80% of classes to be considered for assessment. (please refer to your VET student handbook) *Circumstances which*

arise to prevent 80% attendance can be discussed with the Manager and your trainer

- You are required to submit assessment tasks on time as instructed by the tutor.
- You are required to be on time to class and be prepared for the units being discussed.

Foundation Skills

Foundation Skills describe language, literacy, numeracy and employment skills that are you are required to have to successfully complete the qualification. These skills are included in the training and assessment for each unit.

Pathways

After completion students could proceed to ICT20115 Certificate II in Information, Digital Media and Technology, or a range of other qualifications which require IT knowledge and skills.

Student Support

Under Student Support provisions you may approach the trainer at any time for additional support or discussion, and programmed support may be offered in groups or individually. We also offer a variety of support for people with specialised learning needs. Please let us know if you have any LANGAUGE LITERACY AND NUMERACY or other needs and we can discuss arrangements to provide you with support in your studies.

Delivery Information

Tutor Appointed	Charlie Parratt	Course Coordinator	Josh Livermore
Course start date	Refer to brochure	Duration	26 weeks

If you have any further questions, please do not hesitate to contact the College on (02) 6672 6005 or reception.mcc@bigpond.com

For more information go to [Student Information](#) on our website

This training is subsidized by the NSW State Government

<https://smartandskilled.nsw.gov.au/>

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