ICT10115 Certificate I in Information, Digital Media and Technology

Vocational Education and Training course

The Registered Training Organisation delivering this course is Brisbane School of Distance Education (RTO #1585)

ICT10115 Certificate I in Information, Digital Media and Technology is a nationally-recognised qualification, from the ICT Information and Communications Technology Training Package (Release 3.1).

This course 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.

Students will learn how to: operate a personal computer to produce word processed documents, spreadsheets and presentations; use digital devices; and use the internet safely. Communication is an important workplace skill, therefore students will be required to use their microphones in lessons.

To achieve the ICT10115 Certificate I in Information, Digital Media and Technology qualification, students must achieve competency in four core units and two elective units of competency.

The competencies offered are listed below.

Pathways

Achievement of Certificate I in Information, Digital Media and Technology will provide opportunities for individuals to pursue and achieve career goals. Students can progress to a Certificate II in Information, Digital Media and Technology before specialising in web design, testing, programming, systems analysis, interactive games, or networking, at higher certificate levels.

Structure

The ICT10115 Certificate I in Information, Digital Media and Technology course is structured into six topics studied over one year. Units of Competency studied in each topic are:

<table>
<thead>
<tr>
<th>Topic 1</th>
<th>Topic 2</th>
<th>Topic 3</th>
<th>Topic 4</th>
<th>Topic 5</th>
<th>Topic 6</th>
</tr>
</thead>
<tbody>
<tr>
<td>Your computer and you</td>
<td>The internet of all things</td>
<td>Your digital device</td>
<td>World class word processing</td>
<td>Supreme spreadsheets</td>
<td>Powerful presentations</td>
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<tr>
<td>ICTICT101</td>
<td>ICTICT103</td>
<td>ICTICT104</td>
<td>ICTICT102</td>
<td>ICTICT105</td>
<td>ICTICT106</td>
</tr>
<tr>
<td>Operate a personal computer</td>
<td>Use, communicate and search</td>
<td>Use digital devices</td>
<td>Operate word processing</td>
<td>Operate spreadsheet applications</td>
<td>Operate presentation packages</td>
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<tr>
<td></td>
<td>securely on the internet</td>
<td></td>
<td>applications</td>
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This course is delivered online. No hard copies of materials are provided and internet access is essential. Attendance at three scheduled lessons per week is a mandatory aspect of delivery for the purpose of observation of the development of the student’s skills and competencies. Training and assessment activities for this course include: task work, conversations, demonstration of skills and competencies and, if applicable, work placement.

Two QCE credit points are awarded on the completion of the full qualification.
Work Placement

ICT10115 Certificate I in Information, Digital Media and Technology is a vocational subject and industry experience is extremely valuable in enabling students to understand the world of work and to experience working in the chosen vocational area. Students are encouraged to undertake some work placement during the course and should contact their trainer/assessor for more information once enrolled.

Assessment

Assessment for VET courses is competency based.

Students are able to demonstrate the required skills and knowledge during scheduled lessons using video, sharing applications or in conversations; through submission of tasks; and face-to-face at BrisbaneSDE.

Until students complete the course, progress is recorded as ‘Working Towards Competency’ (WTC).

Students do not receive a rating of A–E for VET subjects. ICT10115 Certificate I in Information, Digital Media and Technology is issued when all six units are assessed as competent. If the full certificate is not achieved a Statement of Attainment is issued listing units achieved.

No certification can be issued until the student has created and supplied their Unique Student Identifier (USI). (For more information see: www.usi.gov.au.)

Folio of documents

<table>
<thead>
<tr>
<th>Questions</th>
<th>Assessor Observation</th>
</tr>
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<tbody>
<tr>
<td>Students are required to complete tasks according to scenario-based instructions, set within the context of a simulated business environment.</td>
<td>Students answer written assessment questions relating to knowledge and skills of the unit/s of competency being assessed.</td>
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Credit transfer

Students who have achieved units of competency in another qualification may be eligible for credit transfer towards the achievement of this qualification. To organise credit transfer, students should contact their trainer/assessor, once enrolled.

Recognition of prior learning

Students are advised of the opportunity to apply for recognition of prior learning (RPL). If applicable, the student will be provided with an RPL document allowing them to provide verifiable details of prior learning. The evidence will be assessed for currency and against requirements of the units of competency, and an amended program strategy will be prepared, taking into account the student’s prior learning.

Requirements

**Computer hardware:**
- Computer headset and microphone is essential
- Access to a digital camera and/or digital video
- Access to a digital device such as a tablet or smartphone

**Computer software:**
- Windows 7 or higher
- Microsoft Word, Excel, PowerPoint and Publisher 2010 or higher

Disclaimer

All of the above information is accurate at time of publication.