

COURSE CODE

ICT10115

COURSE

Certificate I in Information, Digital Media and Technology

ENROL TODAY

TAFENSW.EDU.AU or 131 601

WHY CHOOSE TAFE NSW?



Opens career doors. Our industry relationships lead many students directly into work with a range of employers including agencies, studios, galleries and fashion houses.



Global prospects. TAFE NSW graduates possess the technical knowledge, creative-thinking and specialised skills that are highly sought after by employers around the world.



State-of-the-art facilities. Purpose-built creative studios and industry standard software mean you will master the same tools of the trade as leading professionals.



Industry exposure. TAFE NSW partners with industry to provide you with hands-on experience through networking, sponsor programs, competitions, talks, lectures and other creative industry events.



Recognised and respected. TAFE NSW has built its reputation on delivering trusted, industry aligned and nationally recognised training for over 130 years.

Certificate I in Information, Digital Media and Technology

National Course Code: ICT10115 | TAFE NSW Code: ICT10115-01V02-19GLA-103

Qualification Level	Certificate I
Study Type	Part Time Day
Course Start Date	16 Oct 2019
Hours Per Week	8
Duration	16 Weeks
Delivery Locations	Great Lakes
Course Fees	Subsidised Prices Fee If Eligible For Subsidy: \$0.00 Non-subsidised Prices Full Fee: \$2,240.00
Course Features	Nationally Recognised Training This training is subsidised by the NSW Government Fully Subsidised Course

Course Description

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. Licensing/Regulatory Information: No licensing, legislative or certification requirements apply to this qualification at the time of publication.

Entry Requirements

When you study with TAFE NSW, we want you to succeed. Entry requirements allow us to make sure that you have the right pre-existing knowledge and skills to achieve your chosen qualification. You will need to provide evidence that you meet the requirements listed in this section

There are no entry requirements for this qualification

ADDITIONAL REQUIREMENTS

With 130 locations across the state, TAFE NSW tailors qualifications to meet the needs of the local community and specific student groups (like apprentices, fast-tracked and online students). To make sure this course is the right fit for you, we may need you to demonstrate that you can meet any additional requirements. If this section is empty, there are no additional requirements for this course.

Information Sessions and more about the course

It's all happening at TAFE NSW InfoFest. Register for an information session, head to www.tafensw.edu.au/infofest. Can't attend the Information Session? [Enquire Online](#) or call 131601

Face to face attendance for 8 hours per week for 18 weeks, self-study 6 x 18 equals 108, assignment preparation per unit 6 x 4hrs equals 24.

Please make an **online enquiry** or contact us on **131 601** for more information about the course.

A message for young people under 17 years of age-If you are under 17 years and wish to enrol you will need to have completed Year 10 or have special permission from school and TAFE to do so.

We offer student services and study support to ensure you can achieve your goals. Learn about TAFE NSW [Student Services](#)

As a TAFE NSW student in this course, you will have access to:

- LinkedIn Learning (formerly Lynda.com)
- Studiosity - online access to a real life tutor
- Easy computing online short courses
- Access to local TAFE libraries

Attendance

This course will be delivered on Wednesdays and Thursdays from 10.00am to 2.30pm

Fee Details

SMART AND SKILLED FEES

This course is government-subsidised, meaning you pay a portion of the full course fee to TAFE NSW and the NSW Government will pay the balance. However, you must meet certain eligibility criteria for this to apply.

Depending on your previous qualifications and experience, your fee may be less than the maximum fee quoted. Your actual fee and eligibility for concession/exemption will be calculated and confirmed during the enrolment process. Payment plans are available through TAFE NSW for Smart and Skilled eligible qualifications.

For further information about eligibility and explanations of the different fee categories, visit [Are You Eligible?](#)

A range of criteria apply for course fees and to access government subsidised training.

Remember, TAFE NSW provides a range of easy and flexible payment options for students or a nominated third party. (If a nominated third party is covering the cost of your fees, a letter of authority or purchase order will be required).

Use the Calculate Your Fee button for your indicative course fee and to check if you qualify for government subsidised training, including an exemption or concession.

When your enrolment is complete, and you have paid the applicable fees, you will be entitled to attend class, participate in training, sit for examinations, receive educational awards, use amenities and services and receive an active TAFEcard (which provides access to library resources).

In addition to your course fee, there may be some additional charges to cover the costs of undertaking this training.

Costs associated with work experience and field trips such as food, transport and accommodation are at the students own expense.

READ BEFORE YOU ENROL

Learn about TAFE NSW [Fees](#)

Learn about TAFE NSW [Payment/Funding](#)

RECOGNITION

Recognition is a process of acknowledging previously completed qualifications, skills, knowledge or experience relevant to your course. This may reduce the amount of learning required, reduce your course fees and allow you to achieve your qualification faster.

How to Enrol

Enrolling with us is easy, though the exact process does depend on your course and any prerequisites that go with it.

Be sure to read your chosen course information carefully to make sure it is the right qualification, location and study type for you.

Enrol and pay online via our secure payment gateway to secure your place.

As you progress through the enrolment process you will be prompted to provide additional information.

Find out more about [Applying and Enrolling](#)

Units

ICTICT101	Operate a personal computer
ICTICT102	Operate word-processing applications
ICTICT104	Use digital devices
ICTICT103	Use, communicate and search securely on the internet
ICTICT105	Operate spreadsheet applications
ICTICT108	Use digital literacy skills to access the internet

Career Opportunities

This course is an excellent starting point for anyone seeking an administrative role in the IT industry