

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: ICT10115-01V02-20MVL-001

Qualification Level	Certificate I
Study Type	Part Time Day
Course Start Date	02 Mar 2020
Hours Per Week	5
Duration	18 Weeks
Delivery Locations	Moss Vale
Course Fees	<b>Subsidised Prices</b> Fee If Eligible For Subsidy: \$0.00 <b>Non-subsidised Prices</b> Full Fee: \$2,630.00
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

### COURSE ENTRY REQUIREMENTS

To successfully complete this course, you will need to competently complete all 6 units, 4 core and 2 electives which have been pre-selected after consultation with industry to ascertain the skills and knowledge required for the job role or to progress into higher qualifications. The expectation is that by enrolling in this qualification you commit to the time frame in which the qualification is being delivered. The proposed study schedule will be discussed and an individual training plan will be established. Should you fall behind your agreed schedule you will be required to complete additional work and learning outside scheduled class time.

# Information Sessions and more about the course

It's all happening at TAFE NSW InfoFest. [Register](#) for an information session to broaden your skills set to get ahead. Can't find an Information Session for you? [Enquire Online](#) or call 131601.

## STUDY COMMITMENT

This is a part time day, face to face course. You will need to attend approximately 5 hours of class, over 1 day a week, for 18 weeks.

You may also be required to complete approximately 7 hours of additional study each week outside of class hours, including research, self-directed learning and revision of class exercises.

## IS THIS COURSE RIGHT FOR YOU?

This course offering is designed for people who are pre-employment and have very basic, minimal or no computing skills.

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 is currently scheduled on Monday from 9.30am to 3.00pm in Room E.113. This is a co-enrolment with BSB10115 Certificate I in Business. No additional cost, and students will receive two qualifications upon successful completion.

## 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?](#)

### 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.

Learn about Recognition at TAFE NSW [Recognition](#)

# 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 all 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.

For further information or assistance, call 131 601.

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

## Units

ICTICT101	Operate a personal computer
ICTICT102	Operate word-processing applications
ICTICT103	Use, communicate and search securely on the internet
ICTICT104	Use digital devices
BSBCMM101	Apply basic communication skills
BSBWHS201	Contribute to health and safety of self and others

## Career Opportunities

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