

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: ICT10115-01V02-20RMD-100

Qualification Level	Certificate I
Study Type	Full Time
Course Start Date	28 Apr 2020
Hours Per Week	7
Duration	9 Weeks
Delivery Locations	Richmond
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

To successfully complete this course, you will need:

- Language, Literacy and Numeracy (LLN) skills as defined in the Australian Core Skills Framework (ACSF). If you haven't studied at this level or above before, you may be required to undertake an assessment of your LLN skills so that we can better understand your academic capabilities and identify areas where you may need support. If you do not meet these requirements a Teacher will discuss alternative options or support services available to help you achieve your study goals.

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.

INFORMATION SESSIONS

To find out more about this course, meet our teachers and receive information about enrolment and next steps, attend an information session.

Date: 10/12/2019 Time: 4.00pm to 6.00pm Location: Richmond Campus, Building B, Level G, Room BG.02

Or

Date: 28/01/2020 Time: 4.00pm to 6.00pm Location: Richmond Campus, Building B, Level G, Room BG.02

STUDY COMMITMENT

This is a Full Time course. You will need to attend approximately 7 hours of class, over 2 days a week, for 9 weeks.

You may also be required to complete approximately 59.7 hours of additional study each week outside of class hours, including private study, research and assignments preparation.

IS THIS COURSE RIGHT FOR YOU?

This course offering is designed for people who:

- have limited knowledge of computers who would like to know more about how to use computers for personal use
- Target audience include ? long term unemployed, youth at risk, existing workers, new migrants and students with disabilities.

SERVICES AND STUDY SUPPORT

There are additional learning and study tools available for this course, including:

- Tutorial support may be available for this course.

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 Tuesday and Thursday from 10 am to 2.30 pm. This timetable may change and will be confirmed by your teacher.

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.

A Unique Student Identifier is required prior to enrolment. To apply for your USI visit www.usi.gov.au If you cannot remember your USI or if you have forgotten you have one, please visit the USI Website for assistance in retrieving your USI.

For further assistance, contact the WSI Service Centre on 131 870 to enrol.

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

Units

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

Career Opportunities

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

Information as of 24 Feb 2020