

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: ICT10115-01V02-21BAT-001

|                     |  |
|---------------------|--|
| Qualification Level | Certificate I  |
| Study Type          | Part Time Day  |
| Course Start Date   | 04 Feb 2021  |
| Hours Per Week      | 10.3   |
| Duration            | 18 Weeks   |
| Delivery Locations  | Bathurst   |
| Course Fees         | <p><b>Subsidised Prices</b><br/>           Fee-Free training applies to <a href="#">JobTrainer</a> and <a href="#">Mature Age Workers Scholarship</a>, if eligible. Eligibility criteria applies.<br/>           Fee If Eligible For Subsidy: \$0.00</p> <p><b>Non-subsidised Prices</b><br/>           Full Fee: \$2,630.00</p> |
| Course Features     | <p>Nationally Recognised Training<br/>           This training is fully government-subsidised under JobTrainer<br/>           Fully Subsidised Course</p>  |

## 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.

This is a fully government-subsidised JobTrainer course. Eligibility criteria applies.

## 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 will need you to demonstrate that you can meet the additional

requirements below.

COVID-19 restrictions has required us to temporarily deliver many of our courses via video-conferencing with limited access to the TAFE Campus and computer laboratories. As restrictions have eased students have begin to return to face to face lessons on Campus However, if the situation changes this may mean that some or all of you course may be delivered online.

## Information Sessions and more about the course

To register for an information session, head to [tafensw.edu.au/infofest](https://tafensw.edu.au/infofest). Students who cannot attend the Information Session please make an online enquiry or contact us on 131 601 for more information about the course!

### INFORMATION SESSIONS

There are no information sessions currently scheduled for this course

### STUDY COMMITMENT

This is a face to face part time course. You will need to attend approximately 6.1 hours of class, over 1 day a week, for 18 weeks. As well as the in-class component, you will need to complete approximately 4.2 hours of other study per week.

You may also be required to complete approximately 5.3 hours of additional study each week outside of class hours, including prescribed Moodle activities, prescribed reading & pre & post class activities.

### IS THIS COURSE RIGHT FOR YOU?

This course offering is designed for people who are wanting to develop the skills and knowledge to safely perform foundation digital literacy tasks using a personal computer and a range of software applications and digital devices.

ICT10115 Certificate I in Information, Digital Media and Technology, introduces students to the world of computers and the internet. This is a course for beginners and will provide students with basic computer skills in word processing, internet, powerpoint and use digital devices such as tablets and mobile phones.

### SERVICES AND STUDY SUPPORT

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)
- Smarthinking - after hours online study support service
- Easy computing online short courses
- Access to local TAFE libraries
- Accessibility and Disability Support Services
- Access to Read&Write learning support software at TAFE and at home

## Attendance

To keep you safe while studying, some of our face to face classes may be replaced with online or connected learning. We have also modified our face to face classes to meet physical distancing requirements and increased cleaning on campus. As restrictions ease, the way you attend your class may change again. If work placement and the demonstration of practical skills are requirements of your course, due to the impacts of COVID-19 there may be a delay or modification in being able to undertake these aspects of your course in the planned timeframe. Be assured, we'll keep you informed every step of the way.

This course is currently scheduled on Thursday from 9.30am to 2.00pm. This timetable may change and will be confirmed by your teacher.

## Fee Details

This is a fully government-subsidised [JobTrainer](#) course. Eligibility criteria applies.

### 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

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

For further information or assistance, call 131 601.

If you are interested in studying as a Trainee please call 131 601 for full details. (only if available as a trainee)

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                                  |
| ICTICT106 | Operate presentation packages                        |
| ICTICT107 | Use personal productivity tools                      |

## Career Opportunities

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