

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: ICT10115-01V02-21MLN-003

|                     |  |
|---------------------|--|
| Qualification Level | Certificate I  |
| Study Type          | Part Time Day  |
| Course Start Date   | 08 Feb 2021  |
| Hours Per Week      | 9.5  |
| Duration            | 18 Weeks   |
| Delivery Locations  | Macleay  |
| 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.

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

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

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

| Date                       | Time                              | Location                                      |
|----------------------------|-----------------------------------|---|
| Wednesday, 9 December 2020 | Anytime between 4.00pm and 5.00pm | Maclean Campus, Building A, Ground Level, R20 |
| Wednesday, 20 January 2021 | Anytime between 4.00pm and 5.00pm | Maclean Campus, Building A, Ground Level, R20 |

### STUDY COMMITMENT

This is a part time day course. You will need to attend approximately 5 hours of class, over 1 day a week, for 18 weeks. As well as the in-class component, you will need to complete approximately 4.5 hours of other study per week.

You may also be required to complete approximately 2.8 hours of additional study each week outside of class hours, including online videos, tutorials, professional articles and reading materials, independent study and revision, and skills practice.

### IS THIS COURSE RIGHT FOR YOU?

This course offering is designed for people who:

- want the skills and knowledge to safely perform foundation digital literacy tasks, such as using a personal computer, and a range of software applications and digital devices

### SERVICES AND STUDY SUPPORT

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

- Aboriginal and/or Torres Strait Islander Student Support and Services
- Personal Counselling
- Vocational Counselling
- Learning Support
- International Student Support
- Scholarships
- Multicultural 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 Monday, from 9.00am to 2.30pm. 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?](#)

### ADDITIONAL RESOURCES

You will need to provide for yourself the following resources which you will keep when you complete your study:

- general stationery, (ie, pen, pencil, eraser, highlighters, and stapler)
- an A4 ring binder/dividers, and plastic sleeves for handouts
- a USB storage device, or access to a cloud storage account, will also be required

## 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.

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                        |
| 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

Information as of 18 Jan 2021