

CERTIFICATE I IN INFORMATION, DIGITAL MEDIA AND TECHNOLOGY

Vocational Education & Training CODE: VIT

QUALIFICATION: ICT10115 CERTIFICATE I IN INFORMATION, DIGITAL MEDIA AND TECHNOLOGY

COURSE OVERVIEW

<http://training.gov.au> – Please refer to the training.gov.au website for specific information about the qualification. The Certificate I is a stand alone qualification that allows individuals to develop basic ICT skills and knowledge to prepare for work. Students work through a range of tasks in a project based scenario.

DURATION

One term

COURSE UNITS

To attain a Certificate I in Information, Digital Media and Technology, 6 units must be achieved:

4 Core units

2 Elective units

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

ASSESSMENT TECHNIQUES

The emphasis in this subject is on completing tasks in a competent manner. Assessment will be delivered using a variety of techniques:

Project

Computing Tasks

Folio of Collected Evidence of Competency

Students must achieve competency at every task in order to be issued with a full certificate at the completion of this course.

SPECIAL REQUIREMENTS

Nil

CAREER OPPORTUNITIES AND PATHWAYS

Articulation into:

Certificate II in Information, Digital Media and Technology

Certificate III in Information, Digital Media and Technology

Other specific children's services qualifications available at <http://training.gov.au>

Employment outcomes are limited and individuals are strongly advised that in order to meet the entry-level requirements of this industry, the Certificate II in Information, Digital Media and Technology should be undertaken.

Disclaimer: "The College must have certain teachers and equipment to run this course. If the school loses access to these resources, the school will attempt to provide students with alternative opportunities to complete the course and the related qualifications. The school retains the right to cancel the vocational component of the course if it is unable to meet requirements."