



ICT10115 Certificate I in Information, Digital Media and Technology

This qualification is a Nationally recognised training product delivered by Tauondi Aboriginal College. (RTO code: 2370). You will acquire 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. **Note 1*

ICT10115 Certificate I in Information, Digital Media and Technology comprises of Eight (8) units to be achieved for this qualification. Package rules are Four (4) Core units plus Four (4) Elective units.

Core Units of Competency

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

Elective Units of Competency

- ICTICT105 - Operate spreadsheet applications
- ICTICT106 - Operate presentation packages
- ICTICT107 - Use personal productivity tools
- ICTICT108 - Use digital literacy skills to access the internet

Course Duration

ICT10115 Certificate I in Information, Digital Media and Technology is timetabled four (4) days a week, **Monday to Thursday 9 am - 3 pm**. It can be completed over a six (6) month period with full-time study, totalling **380** training (*contact*) hours. There are Four (4) Terms for the 2019 Academic calendar year at Tauondi as below

2019 Student Academic Calendar			
Term	Start	End (inclusive)	Weeks
1	Monday 04 February 2019	Fri 12 April 2019	10
2	Monday 29 April 2019	Friday 05 July 2019	10
3	Monday 22 July 2019	Friday 27 September 2019	10
4	Monday 14 October 2019	Friday 06 December 2019	8
2019 Student Term Break Periods			
End Term 1	Monday 15 April 2019 to Friday 26 April 2019 inclusive		2 weeks
End Term 2	Monday 08 July 2019 to Friday 19 July 2019 inclusive		2 weeks
End Term 3	Monday 30 Sept 2019 to Friday 11 October 2019 inclusive		2 weeks



Training Location & Modes of Delivery

Training is conducted onsite at Tauondi Aboriginal College*. Training is delivered through a blend of Trainer led classes, sessions, presentations, practical demonstrations and workshops. Students work through manuals, learning activities, group work, online learning activities and accredited assessments in a supported and nurturing environment. Your course may also include excursions and external visits to partner organisations to further your learning. *Note 2

Work Placements

Work placement* is not required for the completion of this course. However, if you feel that you would like to participate in a work placement, speak to your Trainer, Career Services or Mentor about how Tauondi can support you. Prior to the commencement of work placement, host employers **may** require students to have:

- Department of Human Services (National Criminal History Report Check)
- Manual Handling Certificate
- Child Safe Environments and/or RAN-EC

Tauondi Aboriginal College will support students in gaining any of these requirements. Tauondi Student Services and Tauondi Career Services assists students with mentoring, work experience and employment. *Note 3

Entry Requirements

The eligibility criteria is vital in ensuring successful completion of the Certificate. Applicants must meet the minimum requirements for enrolment, including:

- Be a minimum of 17 years of age unless exemption approval provided
- Be of Aboriginal or Torres Strait Islander descent
- Possess a valid Unique Student Identifier (USI)
- Complete a Tauondi LL&N assessment

Fees

This qualification is provided to Aboriginal and Torres Strait students at no charge. However, please be aware that there are limitations on the number of qualifications a person may study under the Abstudy program. For further details please contact Centrelink in person or by phone on **1800 132 317**.

Recognised Prior Learning

Tauondi Aboriginal College recognises the importance of skills and knowledge that you bring to the college. You may have gained these in the workforce, through previous study or even life experience. Recognition of Prior Learning (**RPL**) is a process that tries to match these skills and knowledge to the outcomes of your chosen course. Tauondi will recognise any qualifications and statements of attainment gained from other registered training organisations. Credit Transfer (**CT**) will be applied. If you are interested in RPL/CT opportunities, contact Student Services at Tauondi or refer to the Student Handbook for more details.



Pathway to further study:

- ICT20115 Certificate II in Information, Digital Media and Technology

Enrolment:

For further details on ICT10115 Certificate I in Information, Digital Media and Technology please go to www.tauondi.sa.edu.au or contact Student Services:

- in person
- by email studentservices@tauondi.sa.edu.au
- by phone on (08) 8240 0300
- website: www.tauondi.sa.edu.au

Note 1: Completion of this qualification does not guarantee an employment outcome.

Note 2: Enrolment in this qualification does not guarantee successful completion.

Note 3: Work placements will require students to wear appropriate professional attire suitable for our industry. Tauondi does not supply business attire for work placements, however on request we can refer you to relevant partner organisations for assistance.