



**ICT INFORMATION &  
COMMUNICATIONS TECHNOLOGY**  
QUALIFICATION  
2020



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## **QUALIFICATION INFORMATION**

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### **ICT10115**

## **Certificate I in Information, Digital Media and Technology**



## INTRODUCTION

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The *Certificate I in Information, Digital Media and Technology* (ICT10115) 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 course will teach you a wide range of knowledge and skills relating to using small scale networks and office computer systems, as well as teaching you the fundamentals of how to operate word processing, spreadsheet and presentation applications.

Successful completion of the *Certificate I in Information, Digital Media and Technology* will assist you with obtaining an entry level job as a clerical or administrative worker.



Hornsby Ku-Ring-Gai Community College Inc (HKCC), is a Registered Training Organisation (RTO) offering this qualification and other pathway study in a friendly positive learning environment to build your skills and career.

HKCC is a small college providing learning in small classes with a lot of individual attention and mentoring. HKCC is an ideal choice for this course.



## ICT10115 CERTIFICATE I IN INFORMATION, DIGITAL MEDIA AND TECHNOLOGY

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### Course Structure

Course Days:	<b>Wednesday and Friday</b>
Commencement:	Semester 1 - 12 <sup>th</sup> February – 8 <sup>th</sup> April/ 1 <sup>st</sup> May – 26 <sup>th</sup> June Semester 2 - 22 <sup>nd</sup> July – 18 <sup>th</sup> September/ 14 <sup>th</sup> October – 11 <sup>th</sup> December
Duration:	<b>9 weeks / 17 sessions</b>
Session time:	<b>9.30am – 2.30pm</b>
Tutorial:	<b>3:00pm – 5.30pm</b>
Self-Study:	<b>5 hours per week</b>

### Pre-Course Interview

A pre-course interview is required to assess your suitability for the course so call 9482-1189 to arrange your interview.

If candidates are eligible for subsidised training, s/he need to

- Bring along a photo ID – Driver’s Licence or Passport for identification
- Bring along a Medicare card &/or Centrelink card, or letter from job search provider
- Sign a consent form to use and disclose personal information to Department of Education and Communities (DEC) and other Government agencies
- Your Unique Student Identifier (USI) – a print out or formal permission to HKCC create/access a USI on your behalf
- Must have a basic level of English – We have a language, literacy and numeracy test

### What will you learn?

This course will teach you a wide range of knowledge and skills relating to using small scale networks and office computer systems, as well as teaching you the fundamentals of how to

- Operate a personal computer
- Search on the internet
- Operate word processing
- Spreadsheet.

## The Units of Competency

	Unit Code	Unit Name	
1	ICITICT101	Operate a personal computer	Core
2	ICTICT102	Operate word-processing applications	Core
3	ICTICT103	Use, communicate and search securely on the internet	Core
4	ICTICT104	Use digital devices	Core
5	ICTICT105	Operate spreadsheet applications	Elective
6	ICTICT106	Operate presentation packages	Elective

## Cost

The course fee for *Certificate I in Information, Digital Media and Technology* is **\$900**.

Subsidised places under **Community Service Obligation** (CSO) or **Smart and Skilled** funding are available for this qualification. To find out if you are eligible contact HKCC on 9482-1189 to arrange a pre-course interview.

For more information on Smart and Skilled please visit the website <https://smartandskilled.nsw.gov.au/> or phone 1300 772 104.

## Entry Requirements

Nil



## Learning Material

Candidates will be provided with training manuals for each unit for use and practice with at home. Each student will have the use of a computer and access to internet at HKCC. In class facilities include a white board, overhead projector and a TV with DVD Player.

Please note that your participation in class is vital. Every learner can contribute from their own knowledge, skills and culture to enrich the course quality and facilitate learning.

We have a Learner Support Worker who will assist you with any problems you may encounter. They can help you to:

- Clarify your career goals
- Find an appropriate course that will help you fulfil your goals
- Develop study skills
- Improve reading, writing, speaking, listening and numerical skills, identify and overcome barriers to learning that may occur
- Referral to other services (E.g. Job service providers, legal, medical assistance)
- Assist individuals to enjoy the learning experience.

These services are usually provided on a one-to-one basis at the head office in Hornsby. Please call Customer Service to book a suitable time.

## Assessment

Learners will undertake the assessments for each unit mostly in class. The assessment may take the form of

- short answer questions
- case studies
- role plays
- demonstration of task
- observation checklist by the trainer.

Please note that if a student has been deemed Not Yet Competent, they will be given every opportunity to re-sit the assessment. Reasonable adjustment may be undertaken with relevant circumstances to suit learner needs and abilities. Please talk to your trainer about any special needs that you may require.

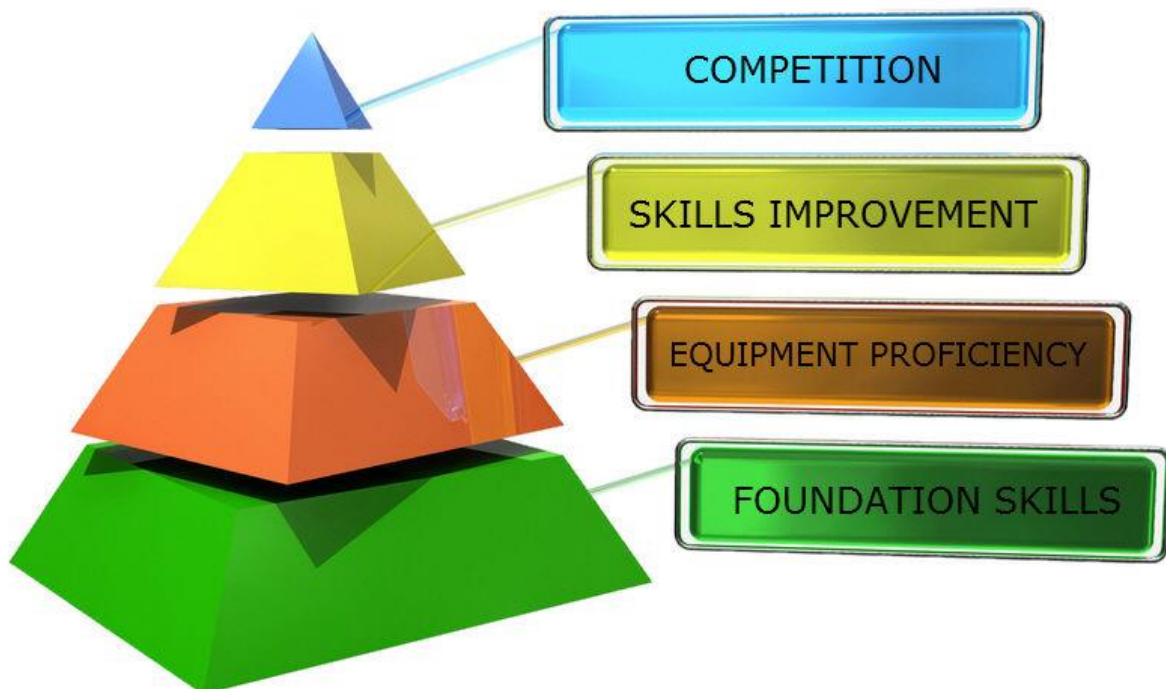
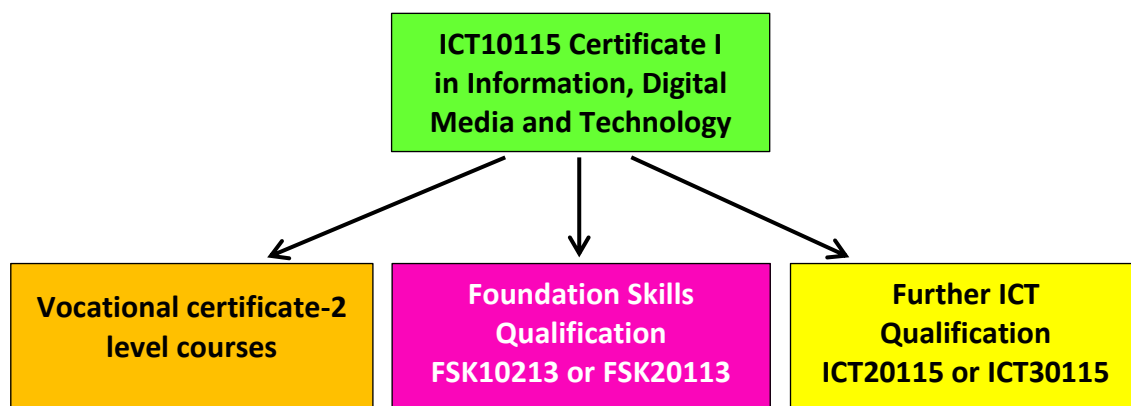
If you have obtained the same units in another organisation, the college recognises the AQF qualifications and Statements of Attainment by another Registered Training Organisation (RTO). If you think you already have any of the units, please inform the enrolling officer.

## CAREER PATHWAYS

The *Certificate I in Information, Digital Media and Technology* is a recognised qualification within the national Australian Qualifications Framework (AQF). This means that the course is taught and assessed to a national competency standard.

Successful completion of this qualification will make taking further vocational study easier.

### Possible pathways





## STUDENT CODE OF CONDUCT

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HKCC views students as equal partners in the education process. As such, students have similar responsibilities with respect to proper interpersonal behaviour amongst colleagues and HKCC employees.

Therefore students must

1. familiarise themselves with the policies of the HKCC either by reading the Pre-Enrolment Information Guide, Student Handbook or looking on our website [www.hkcc.nsw.edu.au](http://www.hkcc.nsw.edu.au)
2. show respectful consideration in all their interactions with each other, especially in recognition of the diversity of cultural and linguistic backgrounds represented amongst us respect the individuality and rights of all fellow students
3. maintain privacy and confidentiality in respect of all matters relating to students and staff
4. adhere to directions from the class tutor
5. work safely and not endanger others in the class
6. participate positively in class
7. adhere to all HKCC rules and regulations
8. be aware of, apply and adhere to access and equity obligations described in our access and equity section
9. seek any clarification of assessment requirements. Adult students are expected to take responsibility for their own learning outside the classroom and for timetabling their study and completion of assessments to maximise their chances of a successful learning outcome
10. raise any concerns with the content of delivery of a training course privately with the trainer outside of the course hours, or with an appropriate member of the HKCC staff, or the Principal
11. not attend class whilst intoxicated with either drugs or alcohol in their system.