

Vocational Education and Training

Certificate I in Information, Digital Media and Technology ICT10115

real skills for
real careers



Student Guide



RTO 31851

Vocational Education and Training

Vocational Education and Training (VET) is designed to provide pathways for students from secondary education to employment or further education and training

Students have the opportunity to study vocational education programs which contributes both to the Queensland Certificate of Education (QCE) and to a nationally recognised qualification.

Why VET?

VOCATIONAL EDUCATION AND TRAINING can.....

- Open doors to an increasing range of careers, work and further learning pathways;
- Be a dynamic, launching pad for your career;
- Provide a range of training and employment pathways, and
- Be an exciting way to learn

PATHWAYS

Further training pathways from this qualification include, but are not limited to,

- Certificate II / III in Information, Digital Media and Technology
- Certificate II in Telecommunications Technology (Networking)
- Certificate II I in Information, Digital Media and Technology G
 - General
 - Support Stream
 - Website Development

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Certificate I in Information, Digital Media and Technology

COURSE OVERVIEW / JOB ROLES

This qualification is an entry-level qualification aimed at providing individuals with the skills and knowledge to safely perform foundation digital literacy tasks using a personal computer and a range of software applications and digital devices.

ENTRY REQUIREMENTS

There are no formal qualification entry requirements.

Students agree to undertake the following:

- Attend and participate in all training and assessment
- Participate in workplace tasks to employer expectations
- Comply with code of conduct requirements, directions on work, health and safety matters

FEES

There are no additional costs involved in this course

CREDIT FOR QUEENSLAND CERTIFICATE OF EDUCATION (QCE)

Potential 2 points towards QCE

NOTE: Only 2 Certificate I courses can contribute towards QCE points

Qualification

Seton College will be the Registered Training Organisation for this course. The course will be delivered as a stand-alone VET certificate course delivered by qualified teachers at the school.

The course has been developed to be delivered over two semesters, commencing in Year 11 or 12. Students are required to complete 2 core units and 4 elective units.

The units of competency offered in this course are as follows:

National Code	Unit of Competency Title	Core/ Elective
ICTICT101	Operate a personal computer	Core
ICTICT102	Operate word-processing applications	Core
ICTICT103	Use, communicate and search securely on the internet	Core
ICTICT104	Use digital devices	Core
ICTICT105	Operate spreadsheet applications	Elective
ICTICT106	Operate presentation packages	Elective

Correct at time of publication but subject to change

FURTHER INFORMATION:

<https://training.gov.au/Training/Details/ICT10115>

Delivery and Assessment

Program Duration

Course will be delivered over 1 year via 4 x 46 min lessons

Mode of Delivery

A range of delivery modes will be used during the teaching and learning of this qualification. These include:

- face-to-face instruction
- work-based learning (simulated)
- guided learning
- online training

Assessment

Competency based means the consistent application of knowledge and skill to the standard of performance required in the workplace. It embodies the ability to transfer and apply skills and knowledge to new situations and environments.

Assessment will consist of

- Observations—observation of workplace activities
- Questioning—oral, written
- Practical tasks

Work Placement

Although not mandatory, students are encouraged to undertake work experience through the work experience program for one term (1 day per week)

Certification

RTO Obligation

The RTO guarantees that the student will be provided with every opportunity to complete the qualification. We do not guarantee employment upon completion of this qualification.

Students who are deemed competent in all 6 units of competency will be awarded a **Qualification and a record of results**.

Students who achieve at least one unit of competency (but not the full qualification) will receive a **Statement of Attainment**.

USI Numbers

The school RTO will not issue an AQF certificate, record of results or Statement of Attainment to a student without having a verified USI for that individual.

Credit Arrangements

Credit Transfer relates to recognition of any unit of competency or module a student has successfully completed at any Registered Training Organisation (RTO).

If a student has a statement of attainment for a unit of competency and it has the same code as a unit of competency making up this program, the student may make a claim for a credit transfer.

Recognition of Prior Learning (RPL)

RPL is an assessment process that involves assessment of an individual's relevant prior learning (including formal, informal and non-formal learning) to determine the credit outcomes of an individual application for credit.

Further Information

For further information please contact:

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