

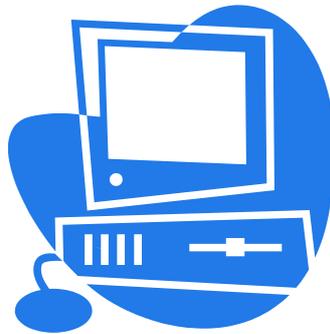


**RTO 31851**



**ICT 10115**

**CERTIFICATE I IN  
INFORMATION, DIGITAL MEDIA  
and TECHNOLOGY**



**STUDENT INFORMATION BOOKLET**

**2018**

**Name:** \_\_\_\_\_

**Class** \_\_\_\_\_

## AIMS

This course aims to assist students with special needs to:

- Gain generic employability skills required by employers, as the base-entry level point for positions requiring limited technical competence, to complete routine tasks under direct supervision
- Gain accredited outcomes to enhance future employment opportunities
- Pursue a range of vocational, employment and personal goals

## Where does VET lead?

Benefits to students:

- gain hands-on experience in the workplace
- learn and be assessed on the job as well as at school
- develop a broader range of social skills through interactions with people outside of the school community
- gain an insight into the nature and conditions of work, for example, Workplace Health & Safety
- expand vocational options through observing and practical experience
- provides foundation knowledge and introduction to the world of work

## Prerequisite requirements

There are no prerequisite requirements for this qualification

## Job Roles

This qualification provides foundation digital literacy skills to support a wide range of varying industry occupations.

## Pathways

ICA20115 Certificate II in Information, Digital Media and Technology, or a range of other qualifications

## COURSE OUTCOMES

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.

## COURSE STRUCTURE

To be awarded a **Certificate 1 in Information, Digital Media and Technology**, 6 units must be successfully completed:

- **4 Core units; plus**
- **2 Elective units**

Students who exit this course at any time prior to completion will receive a statement of attainment for those units of competency they have successfully achieved.

Units of Competency, which are included in this course, are:

Unit Number	Unit Name	
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

## COURSE ORGANISATION – TRAINING PLAN

### 4 LESSONS PER WEEK FOR TWO SEMESTERS

#### Proposed Delivery & Assessment

Lessons, videos, interactive tutorials can be found at:

- <http://www.gcflearnfree.org/topics>

**Topic 1: Understanding computers**

**Topic 2: Electronic communication**

**Topic 3: Using the Internet**

**Topic 4: Word processing**

**Topic 5: Spreadsheets**

**Topic 6: Digital Devices**

**Topic 7: Electronic Presentations**

## CORE UNITS

### ICTICT101 Operate a personal computer

This unit describes the skills and knowledge required to operate a personal computer (PC) in a home or small office environment, including accessing files with application programs, sending and retrieving emails, using the internet, using peripheral devices and applying basic security procedures and power management settings.

<https://training.gov.au/Training/Details/ICTICT101>

### ICTICT102 Operate word processing applications

This unit describes the skills and knowledge required to operate word- processing applications and perform basic operations, including creating and formatting documents, creating tables and printing labels

<https://training.gov.au/Training/Details/ICTICT102>

### ICTICT103 Use, communicate and search securely on the internet

This unit describes the skills and knowledge required to connect to the internet, securely send and receive emails, search the internet using web browsers and interact securely and in a socially responsible manner with a range of different internet sites.

<https://training.gov.au/Training/Details/ICTICT103>

### ICTICT04 Use digital devices

This unit describes the skills and knowledge required to use a range of digital devices, such as a digital camera, video camera, or personal digital assistant (PDA) device.

<https://training.gov.au/Training/Details/ICTICT104>

## ELECTIVE UNITS

### ICTICT105 Operate spreadsheet applications

This unit describes the skills and knowledge required to use spreadsheet applications, including creating spreadsheets, formatting data, incorporating charts and objects, and printing spreadsheets.

<https://training.gov.au/Training/Details/ICTICT105>

### ICTICT106 Operate presentation packages

This unit describes the skills and knowledge required to perform basic tasks using a presentation application package, and includes creating, formatting and adding effects to presentations.

<https://training.gov.au/Training/Details/ICTICT106>

# ASSESSMENT

## Competency Based Assessment

**Competency** 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** means the process of collecting evidence and making judgments on whether competency has been achieved, to confirm that an individual can perform to the standard required in the workplace, as specified in a training package or VET accredited course

Assessment in these units will consist of:

- Online simulations and quizzes
- Activity Sheets
- Assignment
- Observation of students completing summative tasks during class time

*All assessment tools will address the knowledge and skills (including employability skills) required as evidence for the unit of competency*

## AQF SKILLS LEVEL

*Certificate I* skills allow a student to:

- Demonstrate knowledge by recall in a narrow range of areas
- Demonstrate basic practical skills
- Perform a sequence of routine tasks where given clear direction
- Receive and pass on messages/information

*\*\* For more information on Certificate I in Information, Digital Media and Tecnology (ICTICT10115) to the Seton College Homepage*

➤ *Life at Seton*

➤ *Curriculum*

➤ *Vocational Education*

## CREDIT TRANSFER

Credit Transfer recognizes previous formal learning. It is a system whereby successfully completed units of study from one course can be transferred to another course

For example. If you have completed a “workplace communication unit” in Business it may also be the same for the Active Volunteering.

Therefore you only have to do the unit once.

## RECOGNITION OF PRIOR LEARNING (RPL)

RPL means an assessment process that assesses the competency/s of an individual that may have been acquired through formal, non-formal and informal learning to determine the extent to which that individual meets the requirements specified in the training package or VET accredited courses.

- a) Formal learning refers to learning that takes place through a structured program of instruction and is linked to the attainment of an AQF qualification or statement of attainment (eg, a certificate, diploma or university degree);
- b) Non-formal learning refers to learning that takes place through a structured program of instruction, but does not lead to the attainment of an AQF qualification or statement of attainment (eg, in-house professional development programs conducted by a business); and
- c) Informal learning refers to learning that results through experience of work-related, social, family, hobby or leisure activities (eg the acquisition of interpersonal skills developed through several years as a sales representative).

## RPL CHECKLIST FOR STUDENTS

To ensure an effective RPL process, students should:

***\*Remember, you can only apply for RPL at the beginning of each semester. The steps below are in sequential order. Use the boxes on the left to tick when you have completed that step.***

- Obtain information about RPL
- Obtain a copy of the Units of Competency for the vocational training program(s) of your subject
- Read the relevant learning outcomes or competencies for the training program/s
- Complete a self-assessment form for each unit
  - (i) assess your abilities/competencies, with the guidance from your teacher and/or counsellor in the learning outcomes or competencies in the training programs
  - (ii) decide if you think you possess the knowledge and skills of the learning outcome or competencies in the training programs and if so, you should apply for RPL
- Complete an RPL Application Form within 5 days of completing step 4
- Gather evidence that supports your application
- Give the completed RPL Application Form and evidence to your teacher
- Receive notification from your teacher to show either:
  - (i) that you have gained RPL
  - (ii) that you need to supply more information AND/OR attend an interview
  - (iii) that you have not gained full/partial RPL and you receive feedback

File location: [https://mybceatholicedu.sharepoint.com/sites/sp-seton/staff/seton documents/vet/handbooks/2018/cert i in idmt student info book.doc](https://mybceatholicedu.sharepoint.com/sites/sp-seton/staff/seton%20documents/vet/handbooks/2018/cert%20i%20in%20idmt%20student%20info%20book.doc)

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- (If you are successful)** you will be exempt from those learning outcomes or competencies in the training program.
  - ensure your Units of Competency are signed off
- (If you were partially successful)** you may decide to progress more quickly through the training program by completing only those aspects for which you do have prior learning. This completes the RPL process for your application
- (If you were unsuccessful)** you may decide to request an RPL Appeals Form that must be lodged within 7 days of written notification that you were initially unsuccessful.
- Gather further evidence that supports your application
- Submit your completed RPL Appeals Form and further evidence to the nominated person in the school's appeals policy, who will arrange for a second suitably qualified person to assess the evidence
- Receive a notification about whether either:
  - (iv) *you have gained RPL or*
  - (v) *you have not gained full/partial RPL and receive feedback*
- Seek to progress more quickly through the training program by completing only those aspects for which you do not have prior learning