

# VET COURSE INFORMATION FOR STUDENTS

## ST JAMES COLLEGE - RTO: 30526

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

**QUALIFICATION DESCRIPTION:** 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.

**FUTURE PATHWAYS:** This entry level qualification provides foundation digital literacy skills to support a wide range of varying industry occupations.

To achieve the Certificate I in Information, Digital Media and Technology qualification, the student must demonstrate competency in six (6) units of competency including four (4) core units and two (2) elective units. If the student does not successfully achieve competency in all six (6) units the student will be awarded a Statement of Attainment listing only the competencies achieved.

#### 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

BSBWHS201	Contribute to health and safety of self and others
ICTICT105	Operate spreadsheet applications

**ESTIMATED DURATION:** Two (2) academic years (11 & 12)

**TRAINING/ASSESSMENT LOCATION:** St James College, 201 Boundary St, Brisbane

**MODE OF DELIVERY:** A combination of the following may apply:

Face to face in a simulated workplace environment for required performance and knowledge evidence

- In a classroom for some components of training for knowledge evidence

**RELATED SUPPORT SERVICES:** Students may negotiate support in addition to scheduled hours, to develop the required skills and knowledge

**WORK PLACEMENT ARRANGEMENTS:** Work Placement may be required to meet the requirements of the course. This may occur outside school hours, weekends and/or school holiday periods. **A work**

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**placement opportunity will only be offered in recognition of completed course work and satisfactory course attendance.**

**OBLIGATIONS TO STUDENTS:** The College will be responsible for the quality of training and assessment and the issuance of Certification

**ENTRY REQUIREMENTS/PRE-REQUISITES:** Successful application for USI and provision of this number to VET Department. Students who enrol after the Certificate start date (commencement of Year 11) may only be able to negotiate a package of competencies leading to a Statement of Attainment. They may not be able to achieve the Certificate qualification. There are currently no pre-requisites for this course.

**STUDENT OBLIGATIONS:** This includes any materials or equipment required. For example, internet access at home.

**STUDENT REQUIREMENTS TO COMPLETE COURSE:** As detailed in the student agreement form

**RTO COMPLAINTS & APPEALS PROCESS:** Access to Complaint and Appeals Process via [St James College website](#)

**RECOGNITION OF PRIOR LEARNING (RPL):** Recognition of Prior Learning (RPL) Process via [St James College website](#)

**ASSESSMENT:** Competency based assessment that requires students to demonstrate knowledge and skill acquisition and application to the standard of performance required in the workplace. This may include: questioning, observation, practical tasks, third party reports and online training

**FEE INFORMATION:** No cost to student

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