



COURSE CODE

ICT10115

COURSE

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

ENROL TODAY

TAFENSW.EDU.AU or 131 601

WHY CHOOSE TAFE NSW?



Opens career doors. Our industry relationships lead many students directly into work with a range of employers including agencies, studios, galleries and fashion houses.



Global prospects. TAFE NSW graduates possess the technical knowledge, creative-thinking and specialised skills that are highly sought after by employers around the world.



State-of-the-art facilities. Purpose-built creative studios and industry standard software mean you will master the same tools of the trade as leading professionals.



Industry exposure. TAFE NSW partners with industry to provide you with hands-on experience through networking, sponsor programs, competitions, talks, lectures and other creative industry events.



Recognised and respected. TAFE NSW has built its reputation on delivering trusted, industry aligned and nationally recognised training for over 130 years.

Certificate I in Information, Digital Media and Technology

National Course Code: ICT10115 | TAFE NSW Code: ICT10115-01V02-200TE-020

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|---------------------|---|
| Qualification Level | Certificate I |
| Study Type | Online |
| Course Start Date | Anytime |
| Hours Per Week | 14 |
| Duration | 26 Weeks |
| Delivery Locations | TAFE Digital |
| Course Fees | Subsidised Prices Fee If Eligible For Subsidy: \$0.00 Non-subsidised Prices Full Fee: \$2,630.00 |
| Course Features | Nationally Recognised Training This training is subsidised by the NSW Government Fully Subsidised Course |

Course 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.

Licensing/Regulatory Information:

No licensing, legislative or certification requirements apply to this qualification at the time of publication.

Entry Requirements

When you study with TAFE NSW, we want you to succeed. Entry requirements allow us to make sure that you have the right pre-existing knowledge and skills to achieve your chosen qualification. You will need to provide evidence that you meet the requirements listed in this section.

There are no entry requirements for this qualification

ADDITIONAL REQUIREMENTS

With 130 locations across the state, TAFE NSW tailors qualifications to meet the needs of the local community and specific student groups (like apprentices, fast-tracked and online students). To make sure this course is the right fit for you, we will need you to demonstrate that you can meet the additional

requirements below.

To successfully complete this course, TAFE NSW recommends that you have reliable Internet access.

Information Sessions and more about the course

INFORMATION SESSIONS

There are no information sessions currently scheduled for this course.

STUDY COMMITMENT

This is an online course. You will need to complete approximately 10 hours of online study, each week, for your enrolment duration of 1 year.

You can increase the hours of online study per week to complete the course sooner.

You can also expect to complete approximately 4 hours of additional study each week outside of class hours, including direct one-to-one contact via email and phone; assignment preparation and research; additional practice and review questions.

IS THIS COURSE RIGHT FOR YOU?

This course offering is designed for people who:

- want to upskill and gain basic knowledge and skills to use a personal computer.
- may be school leavers, or long-term unemployed, or
- existing workers wanting to upskill or seeking a new career, or
- retrenched workers and rehabilitation workers.

Through work, study and life experience, ideally you will have: - basic digital literacy skills using a personal computer

- good time management skills
- good organisational skills to take responsibility for following the timetable and managing your study schedule

SERVICES AND STUDY SUPPORT

There are additional learning and study tools available for this course, including:

- access to Smarthinking and online tutorials and webinars, as well as LinkedIn learning tutorials

We offer student services and study support to ensure you can achieve your goals. Learn about TAFE NSW [Student Services](#)

As a TAFE NSW student in this course, you will have access to:

- LinkedIn Learning (formerly Lynda.com)
- Smarthinking - after hours online study support service
- Easy computing online short courses
- Access to local TAFE libraries
- Accessibility and Disability Support Services
- Access to Read&Write learning support software at TAFE and at home

Attendance

An individual training plan will be provided when you enrol in this course. Your plan will outline the recommended study timetable and detail your units and assessments.

Fee Details

SMART AND SKILLED FEES

This course is government-subsidised, meaning you pay a portion of the full course fee to TAFE NSW and the NSW Government will pay the balance. However, you must meet certain eligibility criteria for this to apply.

Depending on your previous qualifications and experience, your fee may be less than the maximum fee quoted. Your actual fee and eligibility for concession/exemption will be calculated and confirmed during the enrolment process. Payment plans are available through TAFE NSW for Smart and Skilled eligible qualifications.

For further information about eligibility and explanations of the different fee categories, visit [Are You Eligible?](#)

FULLY GOVERNMENT SUBSIDISED

This course is fully government-subsidised for eligible students, meaning you will not have to pay any course fees. It is part of a program to help people develop the skills they need to get a job, undertake entry level qualifications or transition to a new job.

If you are not eligible for subsidised training, you can still choose to enrol in the course but will need to pay the full (non-subsidised) fee.

READ BEFORE YOU ENROL

Learn about TAFE NSW [Fees](#)

Learn about TAFE NSW [Payment/Funding](#)

RECOGNITION

Recognition is a process of acknowledging previously completed qualifications, skills, knowledge or experience relevant to your course. This may reduce the amount of learning required, reduce your course fees and allow you to achieve your qualification faster.

Learn about Recognition at TAFE NSW [Recognition](#)

How to Enrol

Enrolling with us is easy, though the exact process does depend on your course and any prerequisites that go with it. Be sure to read all course information carefully to make sure it is the right qualification,

location and study type for you. Enrol and pay online via our secure payment gateway to secure your place. As you progress through the enrolment process you will be prompted to provide additional information.

For further information or assistance, call 131 601.

Find out more about [Applying and Enrolling](#)

Units

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|-----------|--|
| ICTICT101 | Operate a personal computer |
| ICTICT102 | Operate word-processing applications |
| ICTICT103 | Use, communicate and search securely on the internet |
| ICTICT104 | Use digital devices |
| ICTICT105 | Operate spreadsheet applications |
| ICTICT106 | Operate presentation packages |

Career Opportunities

This course is an excellent starting point for anyone seeking an administrative role in the IT industry