ICA10105 Certificate I in Information Technology

Release: 1

ICA10105 Certificate I in Information Technology

Modification History

Not Applicable

Description

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This qualification provides the skills and knowledge for an individual to function at a basic level of ICT competency in the contemporary information society. It will enable a person to undertake basic ICT functions using a personal computer and to engage in fundamental online activities. It could be described as 'the community standard in ICT literacy' and may be wholly or partially used as an access and equity program. Its objective is to enable people to acquire basic ICT knowledge and skills at a fundamental or foundation level.

This is a relatively 'small' qualification with 6 units required to be completed, 3 of which are core. Electives can be chosen from both ICA05 and to a limited extent from another package. The 3 core units form a 'natural cluster' which could be used for particular ICT literacy purposes including government ICT engagement programs, as a supplement to school curricula in middle to senior years or for adult and community education clients. In this form it may result in the issue of Statements of Attainment. It could also potentially form a relationship with base vendor certifications such as the International Computer Drivers Licence (ICDL).

Prerequisite Requirements

There are no specific entry requirements for this qualification. However, prerequisite arrangements for any non ICA05 elective units in this qualification should be checked with the originating Training Package.

Job Roles

The qualification provides for basic computer skills in the workplace and as such small to medium enterprises (SMEs) will find the contents of this qualification useful at a basic ICT user level. The contents of this qualification may also provide supplement existing roles in other industries where basic ICT skills have become necessary; for example in retailing where basic shop front computer usage is prevalent, in warehousing where automation of stock and inventory control has occurred or in manufacturing at shop floor level for monitoring metrics of team performance and processes.

Pathways Information

Not Applicable

Licensing/Regulatory Information

Not Applicable

Entry Requirements

Not Applicable

Employability Skills Summary

Employability skills summary

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The following table contains a summary of the employability skills required for a Computer Data Entry Operator. The employability skills facets described here are broad industry requirements that may vary depending on qualification packaging options.

Employability Skill	Industry requirements for this qualification include:
Communication	• communicating with peers and supervisors • reading and interpreting basic work place documents
Teamwork	• submitting drafted work to appropriate people for approval or feedback
Problem Solving	• using user manuals and help functions to solve problems when using computer applications
Initiative and Enterprise	• customising basic computer settings to meet special needs
Planning and Organising	• organising personal computer files • planning the format of documents and tables
Self-management	• adjusting the display of internet browsers to suit personal occupational health and safety requirements • researching the applying the principles of 'netiquette'
Learning	• seeking assistance from people when using a personal computer
Technology	• using personal computers and applications such as word processing, spreadsheets, databases and presentations

Packaging Rules

Qualification Structure

To attain the Certificate I in Information Technology 6 units must be achieved:

• 3 core units; plus
• 3 elective units, 2 taken from Group A and 1 taken from Group B

Note: Units of competency ICAU1130B, ICAU1131B, ICAU2005B (#) from the electives list below are recommended as electives where an effective pathway to a Certificate II in IT is required.

Core Units

ICAU1128B	Operate a personal computer
ICAU1129B	Operate a word processing application
ICAU1133B	Send and retrieve information using web browsers and email

2 Units from Group A electives

BSBCMN106A	Follow workplace safety procedures
ICAI2015B	Install software applications
ICAS1193B	Connect a workstation to the internet
ICAS2008B	Maintain inventories for equipment, software and documentation
ICAS2014B	Connect hardware peripherals
ICAS2017B	Maintain system integrity
ICAS2243B	Detect and protect from spam and destructive software
ICAS2248A	Protect and secure information assets
ICAT1206B	Check site security
ICAU1130B	Operate a spreadsheet application #
ICAU1131B	Operate a database application #
ICAU1132B	Operate a presentation package
ICAU1204B	Locate and use relevant on line information
ICAU1211B	Operate accounting applications
ICAU1213B	Conduct on line transactions
ICAU1215B	Use personal productivity tool
ICAU2005B	Operate computer hardware #
ICAU2007B	Maintain equipment and consumables
ICAU2013B	Integrate commercial computing packages
ICAW2002B	Communicate in the workplace
ICAU2231B	Use computer operating system

1 Unit from Group B electives

(Listed in Recommended Order)

- *ICA10105* Electives list above; or
- elsewhere in ICA05 (at Certificate II); or
- any other Training Package (at Certificate I or Certificate II); or

- any accredited course.

Elective units chosen must be relevant to the work outcome, local industry requirements and the qualification level.

Future Skills Organisation