Australian Government

ICA10111 Certificate I in Information, Digital Media and Technology

Release 2

ISC INDUSTRY SKILLS COUNCILS
Creating Australia's Future

ICA10111 Certificate I in Information, Digital Media and Technology

Modification History

Release	Comments
Release 2	This Qualification first released with *ICA11 Information and Communications Technology Training Package version 2.0* Updated elective unit to most current version.
Release 1	This Qualification first released with *ICA11 Information and Communications Technology Training Package version 1.0*

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.

Job roles

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

Pathways Information

Pathways into the qualification

This is an entry level qualification.

Pathways from the qualification

ICA20111 Certificate II in Information, Digital Media and Technology, or a range of other qualifications.

Licensing/Regulatory Information

There is no link between this qualification and licensing, legislative or regulatory requirements. However users should confirm requirements with the relevant federal, state or territory authority. There may be some alignment with industry standard certification competencies.

Entry Requirements

There are no entry requirements for this qualification.

Employability Skills Summary

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

Employability skill	Industry/enterprise requirements for this qualification
Communication	• communicating with peers and supervisors • reading and interpreting basic workplace documents
Teamwork	• submitting draft work to appropriate people for approval or feedback • following peer and supervisor advice and instructions
Problem-solving	• using user manuals and help functions to solve problems when using computer applications and digital devices
Initiative and enterprise	• customising basic computer settings and digital devices to meet special needs
Planning and organising	• organising digital files • planning the format of documents and tables
Self-management	• adjusting the display of internet browsers to suit personal occupational health and safety requirements • observing and applying internet protocols
Learning	• seeking assistance from people when using a personal computer and digital devices
Technology	• using digital devices, including personal computers and applications

Packaging Rules

Total number of units = 6
4 core units plus
2 elective units

The elective units consist of:

- up to 2 from the elective units listed below
- up to 1 from elsewhere in ICA11 or any other Training Package or accredited course at Certificate I or II level.

The elective units chosen must be relevant to the work outcome and meet local industry needs.

Core units
ICAICT101A Operate a personal computer
ICAICT102A Operate word-processing applications
ICAICT103A Use, communicate and search securely on the internet
ICAICT104A Use digital devices

Elective units
BSBWHS201A Contribute to health and safety of self and others
BSBSUS201A Participate in environmentally sustainable work practices
BSBCMM101A Apply basic communication skills
ICAICT105A Operate spreadsheet applications
ICAICT106A Operate presentation packages
ICAICT107A Use personal productivity tools
ICAICT108A Use digital literacy skills to access the internet