ICTICT104 Use digital devices

Release: 1

ICTICT104 Use digital devices

Modification History

Release	Comments
Release 1	This version first released with ICT Information and Communications Technology Training Package Version 1.0.

Application

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.

It applies to individuals who require entry level information and communications technology (ICT) knowledge and literacy skills to support their work in a home office or small office environment.

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

Unit Sector

General ICT

Elements and Performance Criteria

ELEMENT	PERFORMANCE CRITERIA
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
1. Prepare to use the digital device	1.1 Review the instruction manual and ensure identified components are available 1.2 Identify the physical components of the digital device 1.3 Turn on and follow access procedures to activate the digital device 1.4 Alter the digital device settings to best suit intended use 1.5 Configure power management settings where appropriate to minimise power consumption, as an environmentally sustainable measure
2. Set up and use the	2.1 Identify and set the basic operating, security and menu

ELEMENT	PERFORMANCE CRITERIA
digital device	settings
	2.2 Navigate and manipulate the screen environment
	2.3 Customise screen icons and access to applications where applicable
	2.4 Use the digital device, and save and edit output where applicable
	2.5 Identify more advanced features available and use as required
3. Access and use basic connectivity devices	3.1 Connect to external digital devices, such as computer devices or storage devices, to retrieve, copy, move and save information
	3.2 Check physical connectivity of computer devices or storage devices to ensure operation and performance
	3.3 Connect to a printer either through a computer device or directly, and use printer settings and print data
	3.4 Access audio-visual devices to view and play a multimedia file
4. Shut down digital device	4.1 Save current work and back up important data
	4.2 Close open programs on the digital device and any computer device or storage device
	4.3 Shut down digital devices, according to manufacturer instructions

Foundation Skills

This section describes language, literacy, numeracy and employment skills incorporated in the performance criteria that are required for competent performance.

Skill	Performance Criteria	Description
Reading	1.1-1.5, 2.1-2.5, 3.1, 3.4, 4.3	• Reviews on-line and hard-copy text, and interprets and comprehends symbols, text, numbers and letters to determine and adhere to requirements
Get the work done	1.1-1.5, 2.1-2.5, 3.1-3.4, 4.1-4.3	• Understands the purposes, specific functions and key features of common digital systems and tools, and operates them effectively to complete routine tasks • Plans a range of routine tasks with familiar goals and

		outcomes	

Unit Mapping Information

Code and title current version	Code and title previous version	Comments	Equivalence status
ICTICT104 Use digital devices	ICAICT104A Use digital devices	Updated to meet Standards for Training Packages	Equivalent unit

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=a53af4e4-b400-484e-b778-71c9e9d6aff2