



**BUNDABERG STATE HIGH SCHOOL**  
**VOCATIONAL EDUCATION AND TRAINING (VET) PROGRAMS**

<b>RTO Name: Bundaberg State High School</b>	<b>RTO NO: 30038</b>
<b>VET Course Name: Certificate I in Information, Digital Media and Technology</b>	<b>VET Course Code: ICT10115</b>

BSHS Subject Name	Years	Subject Code	ATAR	QCE Credits	VET	Additional
Certificate I in Information, Digital Media and Technology	11/12	VIT	-	Up to 2	YES	-

**Head of Department:** Mrs Jo McGrath

### Course Outline:

This course provides access for students to complete Certificate I in Information, Digital Media and Technology from the Information and Communications Technology Training Package ICT10115 and is a nationally recognised qualification.

This course 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.

### Course Content:

<b>Certificate I in Information, Digital Media and Technology (ICT10115)</b>		
Students are required to complete 6 Units of Competency – 4 Core Units and 2 Electives Unit from those listed below.		
ICTICT101	Operate a personal computer <sup>^</sup>	Core
ICTICT102	Operate word-processing applications <sup>^</sup>	Core
ICTICT103	Use, communicate and search securely on the internet <sup>^</sup>	Core
ICTICT104	Use digital devices <sup>^</sup>	Core
ICTICT105	Operate spreadsheet applications	Elective
ICTICT106	Operate presentation packages	Elective

<sup>^</sup> Competency delivered in other courses and may affect new learning and QCE points awarded. This is subject to change.

Students may gain recognition for skills that they have acquired from other subjects/courses to complete some Units of Competency.

### Assessment Outline:

This is a competency-based course. Students will have a number of opportunities (generally three) to demonstrate that they can competently complete the set activities over the course of study. Students are assessed using a variety of techniques such as folios of work, in-class tests, scenario based activities, internet activities, simulated workplace activities and teacher observation.

### Career Pathways:

This course provides foundation digital literacy skills to support a wide range of varying industry occupations. This is an entry level qualification. Pathways form the qualification to ICT20115 Certificate II in Information, Digital Media and Technology or a range of other qualifications.



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### Potential Activities:

Students are provided with the opportunity to complete tasks within a simulated working environment. These tasks include but are not limited to, working with Microsoft Word, Excel, PowerPoint and using email. Further, students learn how to use various types of digital equipment.

### Costs:

There are no additional costs involved in this course. Students, through their resource hire fee, have access to the photocopied class materials and required documentation.

### Student Requirements:

There are no prerequisites for this course. This course is designed for students who have an interest in the Information and Communications Technology area. Students will require a laptop computer and school network access. The Microsoft Office suite is available free to students and can be accessed from the school network.

### Student Information:

Bundaberg State High School does not guarantee that students will complete their qualification or Units of Competencies, however at Bundaberg State High School VET tracking/case-management of students is in place as a checking system to see that student are progressing towards completions. We encourage parent and student communication in this process. We do not guarantee an employment outcome upon completion of this course. Qualifications must be completed in a manner that meet the VET Standards for RTO's 2015.

All information is correct at time of publication but subject to change.