Modification History

<table>
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<th>Release</th>
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<tr>
<td>Release 1</td>
<td>This qualification first released with ICT Information and Communications Technology Training Package Version 1.0.</td>
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Qualification 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

Nil
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 the ICT Information and Communications Technology Training Package 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

ICTICT101 Operate a personal computer
ICTICT102 Operate word-processing applications
ICTICT103 Use, communicate and search securely on the internet
ICTICT104 Use digital devices

Elective units

BSBWHS201 Contribute to health and safety of self and others
BSBSUS201 Participate in environmentally sustainable work practices
BSBCMM101 Apply basic communication skills
ICTICT105 Operate spreadsheet applications
ICTICT106 Operate presentation packages
ICTICT107 Use personal productivity tools
ICTICT108 Use digital literacy skills to access the internet

Qualification Mapping Information

<table>
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<tr>
<th>Code and title current version</th>
<th>Code and title previous version</th>
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<tr>
<td>ICT10115 Certificate I in Information, Digital Media and Technology</td>
<td>ICA10111 Certificate I in Information, Digital Media and Technology</td>
<td>Updated to meet Standards for Training Packages</td>
<td>Equivalent qualification</td>
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Links

Companion volumes available from the IBSA website: