

## **Brief History of IAD**

The Institute for Aboriginal Development Incorporated (IAD) was established by the Uniting Church in 1969.

It is an independent Aboriginal community controlled culture, language, publication and adult education resource centre serving the Aboriginal community of Central Australia.

## **Recognition of Prior Learning and Credit Transfer**

Recognition of Prior Learning (RPL) is the formal acknowledgment of skills, knowledge and competencies already obtained through: formal or informal study, experience in the workplace, life experience including voluntary work, domestic or social activities.

If you think your previous study/and or experiences might be relevant to the unit/s in which you are enrolling, discuss this with the trainer, who will explain the RPL process.

IAD accepts the qualifications issued by other RTO's. This means that if you have received statements of attainment for one or more of the units or modules in the course for which you are applying, These credits will be transferred and you will not be asked to do further study for those units or modules. IAD cannot award these credit transfers until they have sighted your Statement of Attainment.

## ***The Aims of the Institute***

- To help Aboriginal people to develop the knowledge and skills required to cope with cross-cultural situations
- To devise and carry out educational and other programs related to the needs and aspirations of Aboriginal people.
- To promote cross-cultural understanding through specific programs for non-Aboriginal people.
- To maximise the involvement of Aboriginal people in the control and management of the affairs of the Institute.



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**INSTITUTE FOR ABORIGINAL DEVELOPMENT  
(ABORIGINAL CORPORATION)**



**Certificate I  
in  
Information Technology  
ICA10105**

**2012**

## Certificate I in Information Technology *ICA10105*

**Length of course:** 180 hours

### **Description:**

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.

### **Qualification Pathways**

#### ***Pathways into the qualification***

This qualification may be undertaken from any background

#### ***Pathways from the qualification***

- ICA20105—Certificate II in Information Technology

### **Qualification Structure**

To attain the Certificate I in Information Technology, all six competencies, listed opposite, must be successfully completed.

## Certificate I in Information Technology

<i>ICAU1128B</i> Operate a personal computer	30
<i>ICAU1129B</i> Operate a word processing application	30
<i>ICAU1133A</i> Send and retrieve information using web browsers and email	25
<i>ICAU1130A</i> Operate a spreadsheet application (Elective unit)	30
<i>ICAU1131A</i> Operate a database application (Elective unit)	40
<i>ICAU1132A</i> Operate a presentation package (Elective unit)	25

## ***“Culture & Education is the Way”***

You can enroll anytime and have 12 months to complete your training.

All students can obtain class table from trainer. Class time can be arranged to suit the needs of the group.

### **IAD can provide:**

- Our students with tutoring.
- A friendly and welcome study environment.
- Performance diagnostic tools for employees.

Fees are applicable for all courses. For information regarding fees contact IAD. Contact details are below.

For more information, please contact IAD on:

Ph: 8951 1311 Fax: 8953 1884

Email: [student.services@iad.edu.au](mailto:student.services@iad.edu.au)

National Provider No: 0167

While every reasonable effort has been made to ensure that information in this brochure is correct, details may be subject to change.