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.

Institute for Aboriginal Development (Aboriginal Corporation)
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Certificate I in Information, Digital Media and Technology
ICA10111

2013
Certificate I in Information, Digital Media and Technology
ICA10111

Length of course: 195 hours

Description:
This qualification provides the skills and knowledge for individual to safely perform foundation digital literacy tasks using a personal computer and a range of software applications and digital devices.

Qualification Pathways
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

Qualification Structure
To attain the Certificate I in Information, Digital Media and Technology, all six competencies, listed opposite, must be successfully completed.

Certificate I in Information, Digital Media and Technology

ICAICT101A Operate a personal computer 30
ICAICT102A Operate word-processing application 30
ICAICT103A Use, communicate and search securely on the internet 50
ICAICT104A Use digital devices 30
ICAICT105A Operate spreadsheet applications (Elective unit) 30
ICAICT106A Operate 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

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.

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