Brief History of IAD
The Institute for Aboriginal Development (IAD) was established in 1969.

Our core business is the delivery of nationally accredited (and non-accredited) training and the delivery of language & culture services and programs. Our publishing arm, IAD Press is one of four Aboriginal and Torres Strait Islander publishing houses in 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, voluntary work or life experiences.

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

IAD may accept the qualifications issued by other RTO’s. If you have statements of attainment for one or more of the units or modules in the course for which you are applying these credits may be transferred. Please ask the trainer who will explain the credit transfer process.

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 management of the Institute.

Own Your World

Certificate I in Information, Digital Media and Technology

Institute for Aboriginal Development (Aboriginal Corporation)
PO Box 2531, 3 South Terrace
Alice Springs, NT 0870
Phone: (08) 8951 1311
www.iad.edu.au

INSTITUTE FOR ABORIGINAL DEVELOPMENT (Aboriginal Corporation)

2016
Certificate I in Information, Digital Media and Technology  
**ICT10115**

**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**
ICT20115—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, must be successfully completed.

<table>
<thead>
<tr>
<th>Competency</th>
<th>Description</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>ICTICT101</td>
<td>Operate a personal computer</td>
<td>30</td>
</tr>
<tr>
<td>ICTICT102</td>
<td>Operate word-processing application</td>
<td>30</td>
</tr>
<tr>
<td>ICTICT103</td>
<td>Use, communicate and search securely on the internet</td>
<td>50</td>
</tr>
<tr>
<td>ICTICT104</td>
<td>Use digital devices</td>
<td>30</td>
</tr>
<tr>
<td>ICTICT105</td>
<td>Operate spreadsheet applications</td>
<td>30</td>
</tr>
<tr>
<td>ICTICT106</td>
<td>Operate presentation packages</td>
<td>25</td>
</tr>
</tbody>
</table>

**“Education is the Way”**

IAD can provide:
- Friendly and supportive staff
- Dedicated classrooms

For more information, please contact IAD on:

Phone: 8951 1311
Email: student.services@iad.edu.au

The information in this brochure is correct however some details may change later.

22.1.2016 (Version 1)