Brief History of IAD

The Institute for Aboriginal Development (IAD) is a not-for-profit Aboriginal community controlled organisation established in 1969.

Our core business is the delivery of nationally ac-credited (and non-accredited) training and the delivery of language and 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 when you enrol.

IAD may accept the qualifications issued by other registered training organization (RTO). 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 transferable. You must apply for credit transfer within the first week of your study. For more information, please ask your trainer .

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.

**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)
RTO Provider No: 0167**

Learn for Life

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

**February—June
2019**

Certificate I in Information, Digital Media and Technology ICT10115

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, 4 core units and 2 elective units must be successfully completed.

Certificate I in Information, Digital Media and Technology ICT10115

Core units:

ICTICT101 Operate a personal computer

ICTICT102 Operate word-processing application

ICTICT103 Use, communicate and search securely on the internet

ICTICT104 Use digital devices

Elective units:

ICTICT105 Operate spreadsheet applications

ICTICT106 Operate presentation packages

IAD provides:
- Friendly and supportive staff
- Quality facilities
- Relevant, tailored courses

Cost:
This course has a non-refundable administration fee of $50.

For more information, please contact IAD on:
Phone: 8951 1311
Email : student.services@iad.edu.au

The information in this brochure is correct at the time of publication.

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