



Certificate I in IT (ICA10105) Information for Trainees

Units: Trainees must complete the following three core units

- ICAU1128B Operate a personal Computer
- ICAU1129B Operate a word processing application
- ICAU1133B Send and retrieve information using web browsers and email

And select three of the following elective units:

- ICAU1130B Operate a spreadsheet application
- ICAU1131B Operate a database application
- ICAU1132B Operate a presentation package
- ICAU2005B Operate computer hardware
- BSBCM106A Follow workplace safety procedures
- ICAU1204B Locate and use relevant on line information

When: We currently offer day courses, which are run for a one week period (Monday to Friday 9am to 4.30pm). Please contact our office for details of the next available course. Dates are subject to change.

Where: Our training centre is at 39 Jackson Street, Glenorchy. This is off Chapel Street and is on the right hand-side before the Glenorchy City Council Refuse Site (tip). Metro Jackson Street Bus Service stops nearby and is accessible from the Glenorchy Bus interchange.

Investment: \$1,055.00 for all 6 units or \$225.00 per unit for less than 6 units per applicant. This includes:

- Training course,
- Assessment and
- Certificate I in Information Technology.

This fee is payable on commencement of training if it is a private booking. A deposit of \$250.00 is required to secure your place. If you are completing the course through an employment agency or company, a signed purchase order and booking agreement must have been received by OnRoad OffRoad before commencement of training.

Government funding is available for employers with eligible employees or job seekers, which may cover 100% of the course cost. Please ask our staff for details as conditions may apply.

Refreshments are provided. There are many take away stores nearby, or trainees can bring lunch with them if desired.

Workbooks and computers are used to assist trainees throughout the course. This is used together with instructions from the trainer, activities and discussions to ensure that each applicant has a thorough understanding of the material demonstrated. The course is designed for a broad range of applicants, including those who have little or no computer experience.

Each course is limited to a maximum of 10 trainee's.

Think you can already do this? Assessment-only Programs.

- If you have previous computer experience or
- Have undertaken computer training but did not get a statement of attainment or certificate

We have a program especially designed to recognise your prior learning (RPL) and move you straight into the assessment phase of the course.

Assessment only for a Certificate I in Information Technology qualification (approx. 2 day program) is also available at \$550.00 for all 6 units or \$75.00 per unit for less than 6 units, per person. Proof of previous experience is required.

Refunds: What if you Cancel/Transfer, What if we Cancel/Transfer?**Our Cancellation/Transfer**

We reserve the right to defer a course. In this case, all fees will be refunded or a participant may select to transfer to a course at a later date.

Your Cancellation/Transfer

Enrolments cancelled/transferred more than seven days prior to the course may have any monies paid refunded in full or be transferred to an alternative course. A 50% cancellation fee or loss of deposit may apply for notice given less than seven days unless medical or other reasonable evidence is provided.

Enrolments made within seven days of the course date will incur a 50% transfer/cancellation fee, or loss of deposit, if subsequent cancellation or transfer.

Any monies paid in advance will be held and not allocated until completion of the course or as per the above.

Nationally Recognised Training

OnRoad OffRoad is a registered training organisation with the Tasmanian Qualifications Authority. To get this status, OnRoad OffRoad has undertaken a thorough review of all its training operations to meet national quality standards for training.

On completion of the training you will receive

- Certificate I in Information Technology.

We have a comprehensive complaints procedure and a strict Code of Practice. Details are available through our website or in the information handbook supplied at enrolment and also at the Office.

**For further information and course dates, please contact
(03) 6271 3488 (8:30 – 5:00 Monday to Friday)**