

## PACKAGE / COURSE LEARNING & ASSESSMENT STRATEGIES GUIDE

Package / Course Title: ICA05 - Information and Communications Technology

Certificate I in Information Technology – ICA10105

Use personal productivity tool – ICAU1215B

**Target groups** 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. The qualification provides for basic computer skills in the workplace and as such small to medium enterprises will find the contents of this qualification useful at a basic ICT user level. The contents of this qualification may also provide supplement existing roles in other industries where basic ICT skills have become necessary.

### TRAINING DELIVERY

Strategies	Performance Indicators	Resources
Demonstration, practical instruction and exercises	Develop use of calendar features of the personal productivity tool and schedule events, appointments and customise options.	Access to relevant hardware and software
	Develop ability to use contact management functions.	
	Develop skills in use and integration of other features such as expense sheets, search facilities, notes and email.	
Work placement or realistic simulation	All elements	Access to appropriate workplace or simulation

### ASSESSMENT

Strategies	Performance Indicators	Resources
Oral/ Written Practical exercise Project work	Demonstrate use of calendar features of the personal productivity tool and schedule events, appointments and customise options.	Access to relevant hardware and software
	Demonstrate ability to use contact management functions.	
	Demonstrate skills in use and integration of other features such as expense sheets, search facilities, notes and email.	
Observation in the workplace or simulated work environment	All elements	Access to appropriate workplace or simulation

List any special requirements / issues / amendments for any particular target group:  
*This unit may be undertaken alone or as part of a cluster. Other units in this cluster are:*

- ICAU1133B – Send and retrieve information using web browsers and email