

Digital Literacy

About the course

Learners who successfully complete the course will have gained the skills to independently access and use online job searching and reporting systems. Learners will be able to apply for relevant jobs self-sufficiently.

By the end of the course learners will be able to complete basic digital workplace tasks including logging in and using online systems for job searching and activity reporting requirements, sending emails with attachments, and applying basic word processing skills to create simple documents.

Entry requirements

There are no formal entry requirements for this course. Learners are likely to have little or no experience in using digital technology for workplace activities, some learners may have a history of using digital technology in the workplace but need to update their skills to meet current digital demands.

To allow our trainers to support your learning, you will need to complete a student profile, including a language, literacy and numeracy indicator before your enrolment application is accepted.

Delivery method and course duration

This course is available through blended learning (face to face classroom teaching with real life digital/online examples and guidance to support learning outcomes). Training will take place over 5 x 5.5 hour sessions, totalling 27.5 hours. Additional support and training time is available for learners if required.

Course structure

There is one (1) unit of competency requiring successful completion of this course.

- › **BSBTEC101**
Operate digital devices

Further training

In the event the student requires additional training and support this will be arranged in consultation with all parties.

Course Outcomes

Learners who successfully complete the course will have gained the skills to independently access and use online job searching and reporting systems. Learners will be able to apply for relevant jobs self-sufficiently.



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AQF certification outcome

Students who successfully complete all requirements of BSBTEC101 Operate digital devices will be issued a Statement of Attainment by MAX Solutions.

Recognition of Prior Learning (RPL) and Credit Transfers (CT)

RPL is a process that assesses your competency - acquired through formal and informal learning - to determine if you meet the requirements for a unit of study. Students with previous skills, knowledge or experience are entitled to apply for RPL for a full qualification or individual units of competency. Students will be required to produce evidence and undertake assessment as part of the RPL process.

If you have previously completed a unit/s of competency and can provide valid evidence of AQF certification (issued by an RTO), you are eligible to apply for a credit transfer and would not be required to undertake further study for the unit.

You can learn more about RPL and CT processes at www.maxsolutions.com.au/training.

Unique Student Identifier (USI)

It is mandatory for all students undertaking Nationally Recognised Training in Australia to have a USI.

You will need your USI in order to apply to enrol for training.

Visit www.usi.gov.au for more information.

More information

For upcoming course dates, delivery locations, student handbook information (including relevant policies and procedures such as our privacy, access and equity, complaints and appeals and refund policies) please visit our website or contact our team.

Contact us

Phone 1800 021 560

Email info@maxsolutions.edu.au

Web maxsolutions.com.au/training



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