



BSBTEC101 Operate digital devices

About the course

This unit describes the skills and knowledge required to start up and use a range of basic functions on digital devices.

The focus of our course is to support you to learn basic IT skills using different devices, programs, software and re-enforce employability skills, in particular the use of today's technology.

To gain and maintain IT skills, research independently navigating websites, opening, saving and printing documents.

Location: Enquire with Skills & Jobs Australia.

Enrolment and Information Session:

Session details will be confirmed prior to commencement of course. We will provide you with information about the program, this will include the following:

- Enrolment process
- Pre-training Review checklist
- Language, literacy and Numeracy Assessment to make sure that you are suitable for this level of study to enhance your employment pathway.

Course structure

Day 1: Activate personal digital device and access features

Day 2: Navigate and organise file or application environment File attributes and technical jargon

Day 3: Edit stored information

Day 4: Training and Assessment

- Shut down/deactivate personal digital device
- Change default printer, if installed

Am I eligible to enrol?

There are no pre-requisites to enrol in this course. However, you will be required to complete a language, literacy and numeracy (LLN) assessment prior to finalising your enrolment. This is to ensure that the course is suitable for you and that Skills & Jobs Australia can meet your individual needs.

The assessment includes:

- a written test and
- a verbal component

To identify that you have past work or study experience, please take responsibility to bring in your resume to the first training session as this will also be used as your reference in work activities throughout training.

Will I be able to get a job or study when I finish the course?

A successful competent outcome from this training will result in a Statement of Attainment for BSBTEC101 Operate digital devices and may be used as recognition in other relevant qualifications.

Other pathway options could be, but are not limited to:

Option 1: Continue further vocational studies in our Job Ready Pathway program that consists of VU21664 *Prepare for employment* and BSBWOR203 *Work effectively with others*.

Option 2: Continue further vocational studies in 22523VIC *Certificate I in Employment Pathways*.

Option 3: Complete a Certificate I, II or III in their chosen industry from their chosen training provider.

Training & Assessment

Delivery mode: Classroom based

Duration: The duration of the accredited training program is 7 hours per day for 4 days; from 9:00am – 5:00pm with a 15min mid-morning break, a 15min afternoon break and a 30-minute lunch break. The trainer/assessor will also include short intermittent breaks in the sessions as required.

How much will this course cost?

Total Course Fee: Price available upon request.

You will receive all Learner Workbooks and Assessment Task Booklets per unit of competency for the course.

Student Support Services

We are committed to ensuring that you get all the support you need to be successful in your studies. You may not have studied for a while and or you might need help with study skills. You may also need assistance with skills such as reading, writing, and math.

We will conduct a pre-training review and a language, literacy and numeracy skills assessment during enrolment that will help us to identify any support you need. Based on the information you provide in and/or the results of your language, literacy and numeracy test, we will contact you to discuss your support needs. Please feel free to discuss with us any individual support needs and or personal requirements at any time during your time with us.

Services that we can offer to you include:

- One to one support from our trainers/assessors including providing you with their phone and contact details
- Classes to assist with study skills
- Study groups where you can work with your fellow students
- Referral to relevant external service
- Specialist support services for students with a disability.

Skills & Jobs Australia will provide you with a TA2.11 *Individual Support Plan* should you require any special needs.

Contact us at 1300 136 975 to discuss your support needs.

How to enrol

Please contact our office by phone or email.

You will receive an email which outlines what you are required to bring to the enrolment session.

How to contact us

Phone: 1300 136 975

Email: info@sajaust.com.au

Post: Level 2, 326 Keilor Road Niddrie VIC 3042