



## Digital Literacy Short Course

### Course Overview

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 short course is available for face-to-face classroom learning environment. The total duration of this short course will be 25 hours and will take the following format:

- 1 week full-time 5 days (9:00am – 3:00pm each day)

Additional support and training times are available for students if required.

Online platform requires either PC, phone or tablet.

## Course Structure

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

- BSBTEC101 Operate digital devices

## Register Your Interest

Ready to apply or want to refer someone? Click [here](#) to begin your application.

## 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.

Since this course consists of only one unit of competency, it does not qualify for Credit Transfer. You can find more information about RPL and Credit Transfer in our Resulting, Credit Transfers & Recognition of Prior Learning Policy and Procedure (Training) .

## Unique Student Identifier

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

You will need your USI in order to apply to enrol for training. Visit [www.usi.gov.au](http://www.usi.gov.au) for more information.

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## Study with Max Solutions RTO

We deliver training across a range of levels, with a focus on understanding each student's goals and helping them choose the right course to get there.