VQTF 2010 Standards for Course Accreditation
Documentation for accreditation of course(s)

Name of Accredited Course: ITCO10417 Certificate I in Computing (Computer Operations)

Units of Competency contained in the course

Level 1: 26 credits

Level 2: 21 credits

TOTAL: 47 credits

Unit code	Unit title	VQF Level	Credit Value
Core Generic units			
GSPA0312	Develop a professional attitude	1	2
GSHS0412	Follow workplace occupational health and safety requirements	2	2
GSPT0612	Participate in a team to achieve designated tasks	1	2
GSBF0112	Apply basic first aid	1	2
Core industry units			
ITOP0111	Operate a personal computer	1	2
ITPW0211	Operate word processing applications	1	2
ITOP0311	Operate spreadsheet applications	1	3
ITSI0412	Use, communicate and search securely on the internet	1	5
ITMT0612	Use social media tools for collaboration and engagement	2	2
ITSPO512	Operate application software packages	2	6

Specialized units			
ITOD0111	Operate a database application	1	3
ITPP0212	Operate presentation packages	1	2
ITHP0311	Connect hardware peripherals	2	3
ITEC0411	Maintain IT equipment and consumables	2	1
ITSA0112	Install software applications	2	1
ITMS0311	Maintain IT system integrity	2	2
ITRR0211	Record clients support requirements	2	1
Elective Units			
BFMB0112	Develop knowledge on micro business opportunities in Vanuatu	2	3
BFSP0511	Develop and use a savings plan	1	3