

International Computer Driving Licence (ICDL)

ICDL is internationally recognised as the global standard for end-user computer skills and is widely adopted by governments, international organisations and corporations alike. The ICDL certification programme is a practical, flexible and cost effective way to ensure individuals have reached a predefined minimum level of digital literacy.

MODULE 1: Concepts of Information Technology

Theoretical test which covers the physical make-up of a personal computer and concepts such as data storage, memory and virus protection.

MODULE 2: Using the computer and Managing Files

Practical skills test which covers the fundamental functions of the personal computer and its operating system

MODULE 3: Word Processing

Practical skills test which covers creating, Formatting and saving a word-processing document

MODULE 4: Spreadsheets

Practical skills test which covers developing, formatting and using a spreadsheet

MODULE 5: Databases

Practical skills test which covers using, planning and designing a simple database

MODULE 6: Presentations

Practical skills test which covers creating, formatting and preparing presentations

MODULE 7: Information and Communication (Internet and Email)

Practical skills test which covers using a web browser email and search engine tools

Fast Facts

- The global standard in certifying 'user' computer skills
- Endorsed by computer societies, governments, educational institutions and corporate sector worldwide
- World's largest ICT skills certification programme
- More than ten million participants worldwide
- Recognised and delivered in 148 countries
- Certifies a broad range of essential ICT knowledge and contemporary skills
- Gateway to further ICT studies and careers
- Flexible learning available from a broad network of approved educational institutions, and leading training providers
- Gateway to life-long ICT learning path

What is the ICDL

ICDL certifies that individuals possess basic computer skills and confirms an internationally recognised benchmark of digital literacy in seven key areas:



ICDL Australia



Benefits of IDCL

The ICDL certification programme allows individuals, organisations and Governments to obtain a globally recognized benchmark for digital literacy. In Australia a successful digital economy is essential for economic growth. It offers new opportunities for businesses to a larger, potentially global, audience and for individuals to connect and collaborate. To make this potential a reality ICDL Australia works with partners across Australia and Papua New Guinea in providing essential digital skills and ensuring that these are accessible to all.



The ICDL provides individuals with:

- A model for embracing the digital world
- An internationally recognised qualification
- Improved computer confidence and enhanced career opportunities
- Proof to your current or prospective employer that you possess basic ICT skills
- A flexible certification that offers increased career mobility
- A solid foundation to benefit from the use of a PC at home, work or school
- Provides a platform for participating in higher-level IT education

The ICDL provides organisations with:

- An innovative and tangible method of measuring ICT skills or staff
- A model for education and training of staff on the information society
- A highly effective training delivery model
- An excellent benchmark for minimum IT skills required by staff
- A positive return on investment in IT training
- Improved productivity of staff in IT processes
- Increased job satisfaction, staff motivation and staff retention
- Flexibility of learning customised to suit the needs of individual organisations
- Modularity of certification allows for the ongoing monitoring of progress.

Benefits for society

- Improves national digital literacy standards
- Helps to improve productivity and international competitiveness of workforce
- Increases access to citizens to the digital economy
- Improves return on public investment in IT infrastructure
- Increases the uptake of online services
- Improves access of citizen to e-Government services and e-Business services
- Supports Government objectives to create a higher-value knowledge-based economy
- Facilitates transition path for retraining citizens to meet demand for IT skills
- Sets a national standard for minimum levels of digital literacy in education and employment

To find out more about the ICDL range of certification programmes in Australia please visit www.icdl.com.au or call 1300 GO ICDL (1300 46 42 35)