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ICDL Australia

# 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.

## 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.

### 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

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## 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](http://www.icdl.com.au) or call 1300 30 88 26