

# ICT30118

## Certificate III in Information, Digital Media and Technology (partial completion)

This VET Program is designed for students who wish to enter the information technology industry. Through this Program students can follow several pathways to further education and employment.

### COURSE AIMS

Students will develop skills and knowledge in a variety of areas including providing IT support to clients, working and communicating effectively in an IT workplace, maintaining equipment and software as well as using social media tools.

### CONTRIBUTION TO VCAL/VCE

**VCAL:** One credit towards a VCAL learning program is awarded on successful completion of 90 nominal hours of accredited VET curriculum.

**VCE:** Students who complete this Program may be eligible for recognition of two or more units at units 1 & 2 level and a units 3 & 4 sequence.

**ATAR:** Students wishing to receive an ATAR contribution for the Units 3 and 4 sequence must undertake scored assessment for the purposes of gaining a study score. This study score can contribute directly to the primary four or as a fifth or sixth study.

Where a student elects not to receive a study score for VCE VET Information, Digital Media and Technology, no contribution to the ATAR will be available.

*Please note: The student must already have English and three other fully scored VCE/VET subjects to create the primary four.*

### POTENTIAL PATHWAYS

- Certificate III in Information, Digital Media & Technology
- Certificate IV in Information, Digital Media & Technology
- Diploma of Information Technology

### POTENTIAL OCCUPATIONS

- IT / network manager
- Database / system administrator
- Computer programmer / computer technician
- Software designer / computer games programmer
- Data entry operator
- Computer retail and servicing

### ADDITIONAL REQUIREMENTS/ INFORMATION

Prior to commencement of this Program students must undertake a Pre-training review and a Language, Literacy and Numeracy evaluation (LLN).

### OCCUPATIONAL HEALTH & SAFETY

Students are required to wear protective footwear and other protective items as required under OH&S legislation. More information will be provided at commencement of the Program.

### NATIONAL OR STATE ACCREDITATION

National

### REGISTERED TRAINING ORGANISATION

Federation University TAFE

### RTO CODE

3044

### PROGRAM LOCATION

Federation University TAFE, SMB Campus Grant Street, Ballarat (1st Yr)  
Federation University, Mt Helen Campus University Drive, Mt Helen, Ballarat (2nd Yr)

### PROGRAM LENGTH

2 years

### DAY AND TIME

1st year – Thursday 1.45pm to 5.00pm  
2nd year – Tuesday 1.45pm to 5.00pm

### PROGRAM MATERIAL COSTS (APPROXIMATE ONLY)

1st year – N/A  
2nd year – N/A

### STRUCTURED WORKPLACE LEARNING

Strongly recommended – 80 hrs / 2 weeks minimum over total Program

### OUTCOMES

Satisfactory completion of this two year Program entitles the student to a Statement of Attainment in Information, Digital Media & Technology (partial completion).

**This is NOT a full ICT30115 Certificate III In Information, Digital Media & Technology.**

### ENROLMENT TYPE

VE1

*Commencement of Program will be dependent on adequate student numbers for enrolment and funding. Programs and units of competency are subject to change prior to commencement. This training is delivered with Victorian and Commonwealth Government funding to eligible individuals.*

### 1ST YEAR UNITS OF COMPETENCY

BSBWHS304	Participate effectively in WHS communication and consultation processes
ICTICT202	Work and communicate effectively in an ICT environment
ICTSAS308	Run standard diagnostic tests
ICTWEB201	Use social media tools for collaboration and engagement
ICTWEB303	Produce digital images for the web
ICTGAM301	Apply simple modelling techniques

### 2ND YEAR UNITS OF COMPETENCY

ICTICT301	Create user documentation
ICTICT302	Install and optimise operating system software
ICTSAS305	Provide ICT advice to clients
ICTSAS306	Maintain equipment and software
ICTSAS307	Install, configure and secure a small office or home office network
BSBSUS401	Implement and monitor environmentally sustainable work practices