

ICT30118

# CERTIFICATE III IN INFORMATION, DIGITAL MEDIA AND TECHNOLOGY (PARTIAL COMPLETION)

25

This program provides students with the skills and knowledge to be competent in introductory ICT 'technical' functions.

## COURSE AIMS

This program is designed to support information activities in the workplace and to achieve a degree of self-sufficiency as an advanced ICT 'user'. It will also enhance a student's employment prospects within the ICT industry.

## 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 course students must undertake a Pre-training review and a Language, Literacy and Numeracy evaluation.

## 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
CLUSTER PROVIDER	Federation University TAFE Mount Helen Campus
REGISTERED TRAINING ORGANISATION	Federation University TAFE
RTD CODE	4909
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	Students will receive a Statement of Attainment for 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