



Certificate III in Information Technology (ICT30120)

The Certificate III in IT program also develops a broad set of fundamental skills as described under the Certificate II but offers further breadth through units such as introductory-level programming techniques, IP ethics and privacy of information, diagnostic testing and client service.

The program is suitable for serious IT enthusiasts and affords meaningful insights into some of the more common specialisations so that participants can either use this base knowledge and skills to pursue a career or further study in specialist fields; software engineering, gaming, coding, programming, technical support, data management, network management, information security and more.

Like the Cert II, the program composition can easily be customised to exclude and include certain units (permissible substitute electives) in order to create a particular flavour or specialisation the school and student cohort may require.




Learning Areas

- Common digital technologies
- Common business software applications
- Operating systems
- Hardware care and maintenance
- Standard diagnostics
- Web presence through social media
- Cyber security and device security and protection
- Introductory programming techniques
- Information ethics and security
- Critical and creative thinking skills
- Teamwork and workplace etiquette
- Safe and sustainable work practices



Course Structure - 2024

	UNITS	TYPE	NOMINAL HOURS	WEEKS DELIVERY
BSBXTW301	Work in a team	Core	35	6
ICTICT213	Use computer operating systems and hardware	Elective	60	10
ICTICT214	Operate application software packages	Elective	60	10
ICTSAS311	Maintain computer hardware (new version of ICTSAS303)	Elective	20	3
ICTSAS308	Run standard diagnostic tests	Elective	15	2
BSBCRT301	Develop and extend critical and creative thinking skills	Core	40	6
ICTWEB306	Develop web presence using social media	Elective	25	4
BSBXCS301	Protect own personal online profile from cyber security threats	Elective	25	4
ICTSAS305	Provide ICT advice to clients	Core	35	6
BSBXCS303	Securely manage personally identifiable information and workplace information	Core	35	6
ICTPRG302	Apply introductory programming techniques	Core	40	6
ICTICT313	Identify IP, ethics and privacy policies in ICT environments	Core	45	7
TOTAL			435	70

All units are shown in IVET's standard (suggested) sequence of delivery.

The weeks delivery per unit is based on a 70-week delivery period (over 2 years).



COURSE DURATION

2 Years

REQUIRED WEEKLY TIME COMMITMENT (Scheduled^a)

In-class

5 hrs

Homework

1 hr




^aScheduled hours means timetabled class time and time allotted for homework only. Further contributions to students' overall learning occur in a variety of ways - this will be documented in the course's Master Training & Assessment Strategy. In the event of customisation of this program (elective unit substitutions), the required amount of training will be re-calculated and documented in the form of a customised delivery schedule and as an appendix to the Master Training & Assessment Strategy.

Permissible Substitutes

The units below are the remaining electives from within the qualification's packaging that are available for selection by schools. These elective units can only be substituted/swapped with other elective units, but not added - i.e. the total number of units cannot be increased.

The core units (see above) cannot be substituted and must be retained.

	UNITS	TYPE	NOMINAL HOURS
BSBXCS302	Identify and report online security threats	Elective	25
CUAANM301	Create 2D Digital Animation	Elective	60
ICTICT215	Operate digital media technology packages	Elective	40
ICTICT309	Create ICT user documentation	Elective	20
ICTSAS214	Protect devices from spam and destructive software	Elective	10
ICTSAS309	Maintain and repair equipment and software	Elective	25
ICTWEB304	Build simple web pages	Elective	50
ICTWEB305	Produce digital images for the web	Elective	30

Further units may be available to import from other qualifications or training packages. In the event that your school has a specific need for a unit not listed above, please consult your School Relationship Officer.



Important – As the student resource is printed as a standardised course book, the unit-based resource for any substitute units will only be available in soft copy for the school/students to self-print.