

Course Code & Name:		Certificate III in Information, Digital Media & Technology ICT30118 (Partial Completion)
Course Aims:		NB: Delivered over 2 years The competencies for completion of Certificate III in Information Technology are designed to equip students with the foundational skills and knowledge they need to function effectively in the IT environment in the workplace.
Course Delivery	Location and Times:	Year 1: Ringwood Training, 3 Hill Street, Ringwood East Wednesday 12:00pm-3:00pm Year 2: Ringwood Training, 3 Hill Street, Ringwood East Wednesday 3:00pm-6:00pm
	Mode of Delivery:	Classroom based/online blended delivery
	Duration:	2 years part time

On successful completion of this program the student will achieve:

Credit towards VCE/VCAL	VCE:	Students will be eligible for two units of credit at the 1&2 level and a Units 3 + 4 sequence with a study score for ATAR contribution. Program 2 is partial completion only (see pages 8 & 9 of the 2019 VCAA Program booklet). Option A – (page 10 – 11 of the booklet) is additional study undertaken after completing program 2 and allows students to complete the Certificate and gain an additional units 3-4 sequence. Any additional 3-4 sequence will contribute an increment towards your ATAR of 10% of the lowest of your primary four scores.
	VCAL:	This program contributes to the Industry Specific Skills Strand of VCAL and may also contribute to the Work Related Skills Strand of VCAL.
	Qualification:	A nationally recognised qualification: ICT30118 - Certificate III in Information, Digital Media & Technology (Partial Completion)

Additional Requirements/ Information:	Name of RTO & Provider of Qualification:	Ringwood SC (RT) RTO: 22475
	RTO Student Information:	Please refer to http://www.rt.vic.edu.au/student-handbook and www.mullumvetcluster.com.au for student rights and responsibilities whilst on campus.
	OHS / PPE:	Students are required to have their own laptop/netbook.
	Excursions:	Students may be required to attend a planned Excursion.
	Work Placement:	Not required but is recommended.
	Other:	Please note this course is subject to change.

Units of Competency:

Year 1: Competencies covered in the first year:

Unit Code	Unit Name	Nominal Hours	Compulsory / Elective
BSBWHS304	Participate effectively in WHS consult	30	C
ICTICT202	Work and communicate effectively in an IT environment	40	C
ICTSAS308	Run standard diagnostic tests	40	C
ICTICT203	Operate Application Software Packages	60	E
ICTNWK305	Install and manage network protocols	40	E
ICTSAS304	Provide basic system administration	20	E
Total nominal hours		230	

Year 2: Competencies covered in the second year.

Unit Code	Unit Name	Assessment Plan	Nominal Hours	Compulsory / Elective
ICTICT301	Create user documentation	Portfolio 07	20	C
ICTICT302	Install and optimise operating system software	Portfolio 07	20	C
ICTNWK301	Provide network systems admin	Work Performance 01	60	E
ICTSAS305	Provide IT advice to clients	Portfolio 07	40	C
ICTSAS306	Maintain equipment and software	Portfolio 08	20	C
ICTSAS307	Install, configure and secure a small office home office network	Portfolio 08	50	C
Total nominal hours			210	

FUTURE PATHWAYS & OPPORTUNITIES	Complementary studies:	<ul style="list-style-type: none"> A range of Information Communication Technology programs. 	
	Pathways:	<ul style="list-style-type: none"> Certificate IV in Information Technology, specialising in Networking or Support 	<ul style="list-style-type: none"> Diploma of Information Technology Diploma of Information Technology Networking
	Possible Future Career Opportunities:	<p>This qualification provides the skills and knowledge for an individual to be competent in a wide range of general information and communications technology (ICT) technical functions and to achieve a degree of self-sufficiency as an advanced ICT user. Persons working at this level will support information technology activities in the workplace across a wide range of ICT areas, including technical support, network administration, web technologies, software applications and digital media technologies.</p>	

