

# Student Program Information 2023

## ICT30120 Certificate III in Information Technology

This qualification reflects the role of individuals who are competent in a range of Information and Communications Technology (ICT) roles, including animation, basic cloud computing, basic cyber awareness, digital media skills, generalist IT support services, networking, programming, systems, and web development.

Individuals who work in these fields apply broad sets of skills, including foundational knowledge in critical thinking and customer service skills, to support a range of technologies, processes, procedures, policies, people, and clients in a variety of work contexts.

The skills required for these roles may include, but are not restricted to:

- > Fundamentals of computer hardware, Windows desktop, and network operating systems and how computer networks work.
- > MS Office productivity tools including developing macros and template
- > Fundamentals of network protocols in a networking environment, basic coding, and web site creation
- > Recognise threats, risks, and vulnerabilities to cyber security in an organisation.
- > Soft skills such as working in a team, critical thinking and researching policies in the areas of Ethics and Privacy

The recommended full -time study plan will require 6 months of study to complete this qualification.

### Subsidised Training

- > You may be eligible for government subsidised training based on your employment and training level.
- > For full details, including visa eligibility, please see the [Skills SA website](#)
- > While this course may attract government subsidies, there may also be upfront fees, depending on any required underpinning knowledge and skills.

**ALL STUDENTS, IRRESPECTIVE OF PREVIOUS STUDIES, WILL BE REQUIRED TO DO THE CORE SKILLS PROFILE FOR ADULTS (CSPA) BEFORE THEY ARE ELIGIBLE FOR GOVERNMENT SUBSIDY.**

### International Students

International students should refer to the [TAFE SA International Students](#) website for fee information.

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## Course Admission Requirements

Satisfactory demonstration of reading, writing and numeracy skills by undertaking the Core Skills Profile for Adults (CSPA).

## IT Studies Subjects

This qualification is from the National Training Package [ICT](#) that is developed by the Commonwealth Government. TAFE SA IT Studies clusters related competencies in the Training Package into subjects. The information below refers to the TAFE SA IT Studies subjects and outlines the competencies that makes up those subjects. Delivery and assessment for the subjects will be done holistically so you will be awarded the same result for all competencies taught in that subject. Your final official results will refer to the competencies listed below.

## Assumed Skills and Knowledge

This is an entry level qualification.

This qualification assumes no underpinning skills and knowledge. Though familiarity with using a PC is recommended.

## Incidentals

This course also has an incidental cost of \$300.00 for 1TB SSD portable hard drive, webcam, and headset with microphone.

## Hardware & Software

All software required to complete this course will be available for students at no additional cost.

It is important to note that for students studying this course online (externally) it will be assumed that you have the hardware required to run the required resources. It is recommended that you have the following as a minimum;

- > Intel i5 CPU (or equivalent AMD)
- > 16GB of RAM
- > 1Tb SSD
- > Internet Access
- > Access to a printer

Note: New Apple MAC notebooks are not compatible with current virtualisation software.

## Internet

This qualification requires students to use virtual machines for learning activities and assessments. Students will be required to obtain these from either their local campus or from the Internet. Virtual machine file sizes can vary but are generally above 20GB in size. Downloading these virtual machines from the Internet may vary depending on your Internet connection speed.

## WHS

Students studying externally or in virtual classrooms will be required to have an ergonomic workstation setup. This would include:

- > Ergonomic / student desk
- > Ergonomic / office chair
- > Adequate lighting and ventilation

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## Required Competencies

## Certificate III in Information Technology

National Code: ICT30120 TAFE SA Code: TP01194

This table shows the competencies that you must have on your academic record to achieve this qualification and the IT subjects you complete.

CORE AND ELECTIVE UNITS (listed in delivery sequence)				
Unit Code	Unit Title	Core/Specialist Elective/Elective	Assumed knowledge & skills	IT Studies subject code
BSBCRT301	Develop and extend critical and creative thinking skills	Core	None	CRT301
BSBXCS303	Securely manage personally identifiable information and workplace information	Core	SAS308	XCS303
BSBXTW301	Work in a team	Core	None	XTW301
ICTICT313	Identify IP, ethics, and privacy policies in ICT environments	Core	None	ICT313
ICTPRG302	Apply introductory programming techniques	Core	None	PRG302PYB
ICTSAS305	Provide ICT advice to clients	Core	None	SAS305HDB
ICTICT214	Operate application software packages	Listed Elective	None	ICT214MOS
ICTICT312	Use advanced features of applications	Listed Elective	ICTICT214	ICT312MOA
BSBXCS302	Identify and report online security threats	Listed Elective	None	XCS302
ICTWEB304	Build simple web pages	Listed Elective	None	WEB304
ICTSAS308	Run standard diagnostic tests	Listed Elective	None	SAS308
ICTNWK311	Install and test network protocols	Listed Elective	None	NWK311NPB

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## Subject Descriptions

Unit Code	IT Studies subject code	Description
BSBCRT301	CRT301	This subject develops and extends creative thinking skills. Developing the habit of thinking in a more creative way through looking at things differently, musing, testing, experimenting, and challenging existing thought patterns. You will enhance your creative thinking skills and develop a questioning mind-set while generating ideas and responses to challenge, test and re-invent.
BSBXCS303	XCS303	This subject describes the skills and knowledge required to securely manage personally identifiable information (PII) and workplace information. It applies to those who may work or intend on working in a broad range of industries and roles requiring limited supervision and guidance who manage large amounts of PII and workplace information.
BSBXTW301	XTW301	This subject describes the skills and knowledge required to work effectively as part of permanent or project-based teams in a workplace within an industry.
ICTICT313	ICT313	Introducing the concepts of ethics and privacy when working in the ICT industry is the foundation of this course. Also included are the skills and knowledge required to assist with the protection and lawful use of intellectual property (IP).
ICTPRG302	PRG302PYB	This subject describes the skills and knowledge required to create simple applications through introductory programming techniques and includes applying language syntax, control structures to create code using the Python programming language as well as using programming standards, testing, and debugging.
ICTSAS305	SAS305HDB	Supporting clients and communicating with them to help solve their technical problems or to provide training. Students will analyse client support issues, provide advice on hardware, software, or networks, and obtain client feedback.
ICTICT214	ICT214MOS	This subject covers the skills and knowledge required to operate three commercial software packages, Microsoft Office 365: Word, Excel, and PowerPoint. These packages will be used to design, create, and produce basic organisational documents within organisational guidelines, procedures, and policies.
ICTICT312	ICT312MOA	This subject covers computer applications with Microsoft Office 365: Word, Excel, and PowerPoint. It includes using advanced features such as creating macros and templates for word processors, using macros, templates, advanced formulas, functions, and data integrity for spreadsheet applications, and creating macros and templates and manipulating VBA code using a presentation application.
BSBXCS302	XCS302	This unit describes the skills and knowledge required to identify and report online security threats to limit potential impact of cyber security breaches. It applies to those working in a broad range of industries and job roles under some supervision and guidance who encounter and report online threats.
ICTWEB304	WEB304	This subject describes the skills and knowledge required to use web authoring tools to create, modify and test, simple web pages and websites.
ICTSAS308	SAS308	Diagnostic testing using a range of ICT solutions is an essential task in the ICT industry and this is introduced in this subject. Planning and carrying out ICT problem and/or error troubleshooting is essential in an ICT profession. Documenting the symptoms, resolutions and results are central to many ICT processes and industry standards. ICT industry standards using anti-malware knowledge, skills, and techniques to avoid security problems or virus infection is also part of this subject. Note you will need access to a printer (or you will need to come to campus to access a printer).

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ICTNWK311	NWK311NPB	<p>This subject requires the student to install and test network protocols in a networking environment.</p> <p>It applies to people with ICT skills, who are required to provide network support to ensure that appropriate protocols have been installed in networks to allow user functionality and maintenance.</p>
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## TAFE SA Study Plan for Full-Time Students (6 months)

The following table shows the recommended study plan for the Certificate III in Information Technology. Each stage is one semester (or 6 months) in length for Full-Time student\*.

**These are eligible for Subsidised Training**

**Please Note: This program structure is subject to change.**

Stage 1	
Term 1	Term 2
SAS308 (2) ICTSAS308	PRG302PYB (2) ICTPRG302
ICT214MOS (2) ICTICT214	XCS303(2) BSBXCS303
SAS305HDB (2) ICTSAS305	ICT313(2) ICTICT313
WEB304 (2) ICTWEB304	NWK311NPB (2) ICTNWK311
CRT301 (2) BSBCRT301	ICT312MOA (2) ICTICT312
XCS302 (2) BSBXCS302	XTW301 (2) BSBXTW301
Practical (6)	Practical (6)
18 hrs / week	18 hrs / week

**Please Note: This program structure is subject to change.**

### Legend:

- \* The length of time for Part-Time students will depend on the number of subjects studied in each semester.
- ( ) The number in brackets after the subject is the indicative number of contact hours per week that you expect to study at a TAFE SA campus for that subject.

**Practical** sessions are included to complete subject activities, assignments, and tests

**NOTE:** The study plan is for a full-time student with class-attendance. This is usually between 16-20 hours a week of attendance. It is expected that an additional 12-14 hours would be required outside of class time to complete activities and assessments.

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## TAFE SA Suggested Study Plan for Part-Time Students

The following table shows the recommended study plan for part-time students.

### 12-month recommended part-time Study Plan

Certificate III in Information Technology (ICT30120)			
TERM 1	TERM 2	TERM 3	TERM 4
XCS302	NWK311NPB	CRT301	PRG302PYB
SAS308	ICT312MOA	WEB304	XTW301
ICT214MOS	ICT313	SAS305HDB	XCS303

### 18-month recommended part-time Study Plan

Certificate III in Information Technology (ICT30120)					
TERM 1	TERM 2	TERM 3	TERM 4	TERM 5	TERM 6
ICT214MOS	ICT313	XCS302	NWK311NPB	CRT301	PRG302PYB
WEB304	ICT312MOA	SAS308	XCS303	SAS305HDB	XTW301

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