Program Information

ICT30120 Certificate III in Information Technology

This qualification comes from a training package created by the Commonwealth Government for Information and Communications Technology (ICT) defining core and elective competency units. We've chosen specific elective units from the training package, based on input from industry experts, to address South Australia's workforce requirements.

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 templates.
- 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.

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

You will be required to provide your own access to the following hardware. This hardware costs approximately $300.00.

- 1TB SSD portable hard drive
- Webcam, and
- Headset with microphone.

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Software

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

Hardware

Access to computer hardware is provided at certain TAFE SA campuses.

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), (Intel i7, preferred)
- 16GB of RAM, (32GB, preferred)
- 1Tb SSD
- Access to a printer

Note: Apple MAC notebooks are not compatible with some of the software required for this course and cannot be supported.

Internet

To study away from a campus you will be required to have internet access.

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. The time to download 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 units of competency that you must have on your academic record to achieve this qualification. The National Training Package requires 12 units. The units are listed in the sequence that you should complete them. This is particularly important for part-time students. Standard study plans are provided below. The table also provides details of any assumed knowledge and skills for each unit. You must have these skills before attempting these units.

Units of Competency (listed in delivery sequence)

Unit Code	Unit Title	Core/Specialist Elective/Elective	Assumed knowledge & skills
ICTICT214	Operate application software packages	Listed Elective	None
ICTSAS308	Run standard diagnostic tests	Listed Elective	None
BSBXCS302	Identify and report online security threats	Listed Elective	None
ICTICT313	Identify IP, ethics, and privacy policies in ICT environments	Core	None
ICTICT312	Use advanced features of applications	Listed Elective	ICTICT214
ICTNWK311	Install and test network protocols	Listed Elective	None
ICTWEB304	Build simple web pages	Listed Elective	None
BSBCRT301	Develop and extend critical and creative thinking skills	Core	None
ICTSAS305	Provide ICT advice to clients	Core	None
BSBXCS303	Securely manage personally identifiable information and workplace information	Core	SAS308
BSBXTW301	Work in a team	Core	None
ICTPRG302	Apply introductory programming techniques	Core	None

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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. Codes in brackets are the IT Subject names which are described in the Subject table below.

Stage 1	
Term 1	**Term 2**
ICTICT214 (ICT214MOS) (2)	**ICTICT313** (ICT313) (2)
ICTSAS308 (SAS308) (2)	**ICTICT312** (ICT312MOA) (2)
BSBXCS302 (XCS302) (2)	**ICTNWK311** (NWK311NPB) (2)
ICTWEB304 (WEB304) (2)	**BSBXCS303** (XCS303) (2)
BSBCRT301 (CRT301) (2)	**BSBXTW301** (XTW301) (2)
ICTSAS305 (SAS305HDB) (2)	**ICTPRG302** (PRG302PYB) (2)
IT Practical (8)	**IT Practical (8)**
20 hours / week	**20 hours / week**

Please Note: This program structure is subject to change.

Legend:

( ) The number in brackets after the subject is the number of hours per week that you would expect to attend class for that subject as a campus or virtual student.

IT Practical sessions provide support to complete subject activities and assessments.

NOTE: This study plan is for a full-time student with class-attendance. This is usually 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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Study Plan for Part-Time Students (12 months)

The following table shows the recommended study plan for studying the Certificate III in Information Technology as part-time (half-time). If a half-time plan does not meet your needs, you can study more subjects or less subjects per term/semester, but you must follow the recommended sequence in the Required Competencies table above. Each stage is one semester (or 6 months) in length.

Stage 1	
Term 1	**Term 2**
ICTICT214 (ICT214MOS) (2)	**ICTICT313** (ICT313) (2)
ICTSAS308 (SAS308) (2)	**ICTICT312** (ICT312MOA) (2)
BSBXCS302 (XCS302) (2)	**ICTNWK311** (NWK311NPB) (2)
IT Practical (4)	**IT Practical (4)**
10 hours / week	**10 hours / week**

Stage 2	
Term 1	**Term 2**
ICTWEB304 (WEB304) (2)	**BSBXCS303** (XCS303) (2)
BSBCRT301 (CRT301) (2)	**BSBXTW301** (XTW301) (2)
ICTSAS305 (SAS305HDB) (2)	**ICTPRG302** (PRG302PYB) (2)
IT Practical (4)	**IT Practical (4)**
10 hours / week	**10 hours / week**

Please Note: This program structure is subject to change.

Legend:

( ) The number in brackets after the subject is the number of hours per week that you would expect to attend class for that subject as a campus or virtual student.

IT Practical sessions provide support to complete subject activities and assignments.

NOTE: This study plan is for a part-time student studying a half-time load. This is approximately 10 hours of class time. It is expected that an additional 6-10 hours would be required outside of class time to complete activities and assessments.

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Study Plan for Part-Time Students (18 months)

The following table shows the recommended study plan for studying the Certificate III in Information Technology as part-time over 18 months. If this does not meet your needs, you can study more subjects (or less subjects) per term/semester, but you must follow the recommended sequence in the Required Competencies table above. Each stage is one semester (or 6 months) in length.

Stage 1	
Term 1	**Term 2**
ICTICT214 (ICT214MOS) (2)	**ICTICT313** (ICT313) (2)
ICTSAS308 (SAS308) (2)	**ICTICT312** (ICT312MOA) (2)
Practical (2)	**Practical (2)**
6 hours / week	**6 hours / week**

Stage 2	
Term 1	**Term 2**
BSBXCS302 (XCS302) (2)	**ICTNWK311** (NWK311NPB) (2)
ICTWEB304 (WEB304) (2)	**BSBXCS303** (XCS303) (2)
IT Practical (2)	**IT Practical (2)**
6 hours / week	**6 hours / week**

Stage 3	
Term 1	**Term 2**
BSBCRT301 (CRT301) (2)	**BSBXTW301** (XTW301) (2)
ICTSAS305 (SAS305HDB) (2)	**ICTPRG302** (PRG302PYB) (2)
IT Practical (2)	**IT Practical (2)**
6 hours / week	**6 hours / week**

Please Note: This program structure is subject to change.

Legend:

( ) The number in brackets after the subject is the number of hours per week that you would expect to attend class for that subject as a campus or virtual student.

IT Practical sessions provide support to complete subject activities and assignments.

NOTE: This study plan is for a part-time student studying over 18 months. This is approximately 6 hours of class time. It is expected that an additional 4-6 hours would be required outside of class time to complete activities and assessments.

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IT Studies Subjects

TAFE SA IT Studies uses subject codes to indicate the context that has been chosen for the unit, guided by industry needs in South Australia. For example, **ICT214MOS** indicates that the content for delivery of unit **ICTICT214** will include coverage of Microsoft Office (**MOS**).

The table below provided information on the context for each unit and provides the subject code that is used. If a subject contains more than one unit delivery and assessment will be done holistically so you will be awarded the same result for all units assessed in that subject that you have enrolled in. Your final official results will refer to the units.

Subject Descriptions

Unit Code	IT Studies subject code	Description
ICTICT214	**ICT214MOS**	This unit covers the skills and knowledge required to operate three commercial software packages, **Microsoft Office 365**: Word, Excel, and PowerPoint. It applies to those who will use software packages to design, create, and produce basic organisational documents within organisational guidelines, procedures, and policies.
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). It applies to those who, while working under a level of supervision, have responsibility to action tasks in a frontline technical support capacity.
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). It applies to those who are required to use intellectual property held by other people or organisations, to assist with the maintenance of organisational ethics and privacy policies and procedures.
ICTICT312	**ICT312MOA**	This unit 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. It applies to those who work under minimal supervision and support information technology activities in software applications.
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 unit describes the skills and knowledge required to use web authoring tools to create, modify and test, simple web pages and websites. It applies to those who are responsible for creating and maintaining simple websites.
ICTNWK311	**NWK311NPB**	This unit requires the student to install and test network protocols in a networking environment.

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		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.
BSBXCS303	**XCS303**	This unit 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.
BSBCRT301	**CRT301**	This unit 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. It applies to those who need to develop and extend their critical and creative thinking skills to different issues and situations and have a range of problem solving, evaluation and analysis skills.
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. It applies to frontline technical support individuals who work under a level of supervision but have responsibility for providing technical support.
BSBXTW301	**XTW301**	This unit describes the skills and knowledge required to work effectively as part of permanent or project-based teams in a workplace within an industry. It applies to a wide range of workers but has a specific focus on the teamwork skills required for workers with limited responsibility for others.
ICTPRG302	**PRG302PYB**	This unit describes the skills and knowledge required to create simple applications in **Python** through introductory programming techniques. It applies to those who have responsibility for creating applications and includes applying language syntax, control structures to create code, using programming standards, testing and debugging.