

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:

- > Basic knowledge of Operating Systems
- > Network operating systems and how computer networks work. Fundamentals of network protocols in a networking environment,
- > MS Office productivity tools including developing macros and templates.
- > 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

Internet

When studying away from a campus students will be required to have internet access with a reasonable 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
BSBCRT301	Develop and extend critical and creative thinking skills	Core	None
ICTNWK311	Install and test network protocols	Listed Elective	None
BSBXCS302	Identify and report online security threats	Listed Elective	None
ICTWEB431	Create and style simple markup language documents	Listed Elective	None
ICTWEB434	Transfer content to websites	Elective	None
ICTWEB452	Create a markup language document	Elective	None
ICTICT313	Identify IP, ethics, and privacy policies in ICT environments	Core	None
BSBXCS303	Securely manage personally identifiable information and workplace information	Core	None
ICTSAS305	Provide ICT advice to clients	Core	ICTNWK311
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)
BSBCRT301 (CRT301) (2)	BSBXCS303 (XCS303) (2)
ICTNWK311 (NWK311NPB) (2)	ICTSAS305 (SAS305) (2)
BSBXCS302 (XCS302) (2)	ICTPRG302 (PRG302PYB) (2)
WEB4C3HL5 (ICTWEB431, ICTWEB434, ICTWEB452) (2)	BSBXTW301 (XTW301) (2)
IT Practical (10)	IT Practical (10)
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 16-18 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)
BSBCRT301 (CRT301) (2)	BSBXCS303 (XCS303) (2)
ICTNWK311 (NWK311NPB) (2)	ICTSAS305 (SAS305) (2)
IT Practical (6)	IT Practical (6)
12 hours / week	12 hours / week

Stage 2	
Term 1	Term 2
BSBXCS302 (XCS302) (2)	ICTPRG302 (PRG302PYB) (2)
WEB4C3HL5 ICTWEB431, ICTWEB434, ICTWEB452) (2)	BSBXTW301 (XTW301) (2)
IT Practical (6)	IT Practical (6)
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 10-12 hours of class time. It is expected that an additional 10-12 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)
ICTNWK311 (NWK311NPB) (2)	ICTSAS305 (SAS305) (2)
IT Practical (4)	IT Practical (4)
8 hours / week	8 hours / week

Stage 2	
Term 1	Term 2
WEB4C3HL5 (ICTWEB431, ICTWEB434, ICTWEB452) (2)	BSBXCS303 (XCS303) (2)
BSBCRT301 (CRT301) (2)	BSBXTW301 (XTW301) (2)
IT Practical (4)	IT Practical (4)
8 hours / week	8 hours / week

Stage 3	
Term 1	Term 2
BSBXCS302 (XCS302) (2)	ICTPRG302 (PRG302PYB) (2)
IT Practical (2)	IT Practical (2)
4 hours / week	4 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 4-8 hours of class time. It is expected that an additional 4-8 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.
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.
ICTNWK311	NWK311NPB	This unit requires the student to install and test network protocols in a networking environment. 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.
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.
ICTWEB431	WEB4C3HL5	This unit describes the skills and knowledge required to design and create basic markup language documents and cascading style sheets (CSS) in order to define the structure and style of a website. It applies to individuals in ICT roles who are required to create web pages with consistency in appearance and user experience.
ICTWEB434	WEB4C3HL5	This unit describes the skills and knowledge required to transfer content, from a remote location to a web server, using a range of commercial information and communications technology (ICT) products. The objective of this skill is the upload of new and revised information on a website. The unit applies to individuals who work as web developers and designers and required to update websites.
ICTWEB452	WEB4C3HL5	This unit describes the skills and knowledge required to use a text editor to design, create and save web pages to a given specification. The unit applies to individuals working as web designers and developers, who generate a framework for internet information using a markup language according to client briefs.
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).

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		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.
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.
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.