




# ICT30120

## Certificate III in Information Technology

Full qualification (over two years), incorporating VCAA Program


### Course Structure – 2023

	UNITS (YEAR 1)	TYPE	NOMINAL HOURS	WEEKS DELIVERY
BSBXTW301	Work in a team	Core	40	5
ICTICT213	Use computer operating systems and hardware	Elective	60	7
ICTICT214	Operate application software packages	Elective	60	7
ICTSAS308	Run standard diagnostic tests	Elective	20	2
BSBXCS303	Securely manage personally identifiable information and workplace information	Core	40	5
BSBCRT301	Develop and extend critical and creative thinking skills	Core	40	5
ICTPRG302	Apply introductory programming techniques	Core	40	5
		<b>TOTAL</b>	<b>300</b>	<b>35</b>
UNITS (YEAR 2)				
ICTSAS310	Install, configure and secure a small office or home office network*	Elective	50	10
ICTSAS305	Provide ICT advice to clients*	Core	40	8
ICTSAS309	Maintain and repair equipment and software*	Elective	20	4
ICTSAS312	Provide basic system administration*	Elective	20	4
ICTICT313	Identify IP, ethics and privacy policies in ICT environments*	Core	50	10
		<b>TOTAL</b>	<b>180</b>	<b>70</b>

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).

\*Indicates Units 3 and 4 – scored assessment units.

	COURSE DURATION	REQUIRED WEEKLY TIME COMMITMENT (Scheduled <sup>^</sup> )				
	2 Years	YEAR 1	In-class	6 hrs	Homework	2 hrs
		YEAR 2	In-class	4 hrs	Homework	1 hr



<sup>^</sup>Scheduled 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 and via the completion of an IVET Course Planning Tool, which will also confirm the unit selections, in the event of customisation.



All course information provided in this document is current at the time of print, however, is subject to change based on Training Package updates. In the event of such changes, the actual course composition may vary from the above.



For schools wishing to tailor the course composition (select alternative elective and/or imported units), the options available (permissible substitutes) are detailed on the reverse side of this outline.



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.

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## 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 reverse side) cannot be substituted and must be retained.

	UNITS	TYPE	NOMINAL HOURS
BSBXC301	Protect own personal online profile from cyber security threats	Elective	30
BSBXC302	Identify and report online security threats	Elective	30
CUAANM301	Create 2D Digital Animation	Elective	35
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
ICTSAS311	Maintain computer hardware	Elective	20
ICTWEB304	Build simple web pages	Elective	40
ICTWEB305	Product digital images for the web	Elective	40
ICTWEB306	Develop web presence using social media	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.



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