



CERTIFICATE III IN INFORMATION, DIGITAL MEDIA AND TECHNOLOGY

VET DEPARTMENT

VOCATIONAL CERTIFICATION

Certificate III in Information, Digital Media and Technology (ICT30115)

RECOMMENDED ENTRY REQUIREMENTS

C Standard in Year 10 English



AIMS AND OBJECTIVES

Personal access to computing power is increasing. Computers as a medium for providing and communicating information, has made the ability to use information technology a vitally important skill.

Certificate III in Information, Digital Media and Technology is a competency based course in which Units of Competency focus on learning outcomes that are linked to endorsed, industry-specified national competency standards.

This stand alone subject has a vocational orientation and provides opportunities for students to develop important skills which they need in other life roles. Students will develop important, transportable skills which can assist with learning in other areas. They will develop abilities that are not software or system specific, and adopt an attitude of adaptability to change. They will be able to make decisions about effective, legal, ethical and aesthetic use of technology. This understanding will be based on practical experience.

Students will develop the knowledge, skills and vocational competencies essential for effective participation in the workforce in general and the Information Technology industry in particular. Students will be able to have previous experience or study recognised (Recognition of Prior Learning - RPL) which could result in a reduction of nominal hours of study.

COURSE OUTLINE

CERTIFICATE III IN INFORMATION, DIGITAL MEDIA AND TECHNOLOGY

BSBWHS304	Participate effectively in WHS communication and consultation processes
BSBSUS401	Implement and monitor environmentally sustainable work practices
ICTICT202	Work and communicate effectively in an IT environment
ICTNWK304	Administer network peripherals
ICTICT303	Connect internal hardware components
ICTSAS303	Care for computer hardware
ICTSAS304	Provide basic system administration
ICTSAS305	Provide IT advice to clients
ICTSAS306	Maintain equipment and software
ICTICT203	Operate application software packages
ICTICT308	Use advanced features of computer applications
ICTICT409	Develop macros and templates for clients using standard products
ICTICT301	Create user documentation
ICTWEB201	Use social media tools for collaboration and engagement
ICTWEB302	Build simple websites using commercial programs
CUFANM301A	Create 2D digital animations
ICTSAS301	Run standard diagnostic tests
ICTICT302	Install and optimise operating system hardware

QCE Credits on successful completion – 8.

ASSESSMENT PROGRAM

If students complete all the necessary Industry Training Units of Competency they will be awarded a Certificate III in Information, Digital Media and Technology. A Statement of Attainment will be issued if a full certificate is not completed. Recognition of this study may also result in students receiving Advanced Standing in further education and training related to the IT industry.

- A variety of assessment techniques will be used: practical demonstrations, observation checklists, oral questioning, short answer responses, assignments, group projects, portfolios and simulations.
- Students may be assessed in a simulated (off-the-job) or real (on-the-job) work environment. Assessment will focus on learning outcomes and will be ongoing.

SUBJECT CHARGES: Nil