



# ICT30118 Certificate III in Information, Digital Media and Technology

National ID: ICT30118 | State ID: BEH2

## About this course

### Looking to commence into an IT career?

When you complete the Certificate III in Information, Digital Media and Technology you will be an attractive applicant for IT roles such as **client support officer**, **IT technician**, or **ICT operations support**.

### Gain these skills:

- **hardware installation** and **maintenance**
- supporting **PC operating systems**
- **networking operating system** installation and management
- **Microsoft Office** applications and documentation
- workplace health and safety
- **ICT helpdesk** skills

This course is a suggested entry point for high school graduates with limited information technology skills or those who have limited industry experience.

*Full-time attendance is equivalent to **three** days a week.*

The **Centre for IT Excellence** (CITE) provides state of the art, industry relevant training in information technology,

creative media and electronics. We provide pathways from foundation studies to advanced diploma with specialist training in cyber security, systems and programming.

## Want to study this course part time in Semester 2?




This course offers part time study options. To have an enrolment officer contact you when part-time enrolments open, visit our [Part time study](#) webform.

## Overview

*This course will be offered with a blended, flexible delivery model to enable social distancing measures to be undertaken during the COVID-19 pandemic. This approach may include a mix of online and classroom based delivery, as well as practical and work experience placements. Lecturers will provide specific instructions to their student groups on how training will be undertaken.*

## All year round, 2020

### Thornlie - Classroom-Traineeship

-  Duration: **2 Semesters**
-  When: **All year round**
-  How: **Part Time Traineeship**

## Units

### Core

National ID	Unit Title
BSBSUS401	Implement and monitor environmentally sustainable work practices
BSBWHS304	Participate effectively in WHS communication and consultation processes
ICTICT202	Work and communicate effectively in an ICT environment

National ID	Unit Title
ICTICT301	Create user documentation
ICTICT302	Install and optimise operating system software
ICTSAS308	Run standard diagnostic tests

## Elective

National ID	Unit Title
BSBITU314	Design and produce spreadsheets
BSBWRT301	Write simple documents
ICTICT303	Connect internal hardware components
ICTNWK301	Provide network systems administration
ICTNWK302	Determine and action network problems
ICTNWK304	Administer network peripherals
ICTNWK305	Install and manage network protocols
ICTSAS305	Provide ICT advice to clients
ICTSAS306	Maintain equipment and software
ICTSAS307	Install, configure and secure a small office or home office network
ICTSAS410	Identify and resolve client ICT problems

## Entrance requirements

School Leaver	Non-School Leaver	AQF
OLNA or NAPLAN 9 Band 8	C Grades in Year 10 English and Maths or equivalent	Certificate I or Certificate II

This course is available as a traineeship.

## Entrance requirements for traineeships

You must be employed in a training contract by an appropriate organisation to study an apprenticeship or traineeship.

In a traineeship you also gain hands-on skills and work experience, and improve your employment prospects, while earning a wage. On successful completion you will gain a nationally recognised qualification which can lead to rewarding career options. The difference between a traineeship and an apprenticeship is that a traineeship can be either a full time or part time employment based training arrangement, usually for a nominal duration of 12 months or more, generally in a non-trade related area.

To find out how to arrange a traineeship and study at South Metropolitan TAFE, please contact the [Jobs and Skills Centre](#) closest to you.

## Study pathway

 [Certificate II in Information, Digital Media and Technology](#)

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 [Certificate III in Information, Digital Media and Technology](#)

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 [Diploma of Information Technology](#)

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South Metropolitan TAFE has many further study opportunities available. You may choose to complete any Certificate IV in Information Technology following this course, which will allow you to develop specialisations in networking, cyber security, systems or multimedia.

## Plan your study pathway in information technology

[Download the study pathway guide](#)

## Job opportunities



[IT Technician | Client support officer](#)

Please note this list should be used as a guide only as job titles and qualification requirements may vary between organisations.

SM TAFE actively promotes the employment availability of course graduates to key industry partners and organisations. We also seek expressions of interest from organisations for the placement of our students into work experience. We endeavour to assist students into a career pathway, but please be aware that neither employment nor work experience placement is guaranteed by us.

## Fees and charges

### Indicative fees and charges

[2020 general admission fees list](#)

[2020 apprenticeship/traineeship fees list](#)

Fees and charges published on our website are indicative. Your fees will depend on your eligibility for government funding or a concession rate, and the units you choose to study or seek to be recognised under Recognition of Prior Learning (RPL). Our Indicative fees lists show fees that are:

- Based on the full possible study plan of units, including the recommended electives
- Based on full time study in 2020
- Charged at the government funded rate for over 18 years of age students
- Based on unit electives designed to meet localised industry demand for skills
- Made up of course fees and resource fees, or RPL fees. Course fees are the cost of your tuition, while resource fees pay for consumables provided to you to aid your study (such as printing and paper). You may also be required to purchase text books or equipment that are not part of our tuition or resource fees.

Fees may vary between students and between educational providers. Other charges may apply.

Visit our [Fees and payment options](#) page for more information.

Call 1800 001 001 to get a more accurate fee indication based on your eligibility and study plan before applying.

### VET Student Loans

Selected courses are VET Student Loan eligible courses.

A VET Student Loan creates a debt that must be repaid to the Commonwealth and is only available to students who

are eligible.

To find out if you are eligible or to see the list of eligible courses visit our [Student Loans](#) page.

## **International students**

Selected courses are available to International students for full time study only.

Fees, charges, available locations, applications and enrolment procedures for International students are different to those for students who have Australian permanent residency.

For more information or to find a course visit the [TAFE International WA](#) website.

## **Apprenticeships and traineeships**

Fees for apprenticeships and traineeships are charged at a rate per nominal hour of study.

This means that your fees will vary depending on the units you study as part of your training plan.

Apprentices and trainees are liable to pay for their own fees but some industrial agreements (awards) dictate that employers are required to reimburse their apprentice upon receipt of satisfactory progress. An employer may also opt to pay on behalf of the apprentice or trainee.

For more information visit our [Apprenticeships and traineeships](#) page.

## **Recognition of Prior Learning**

Recognition of Prior Learning (RPL) enrolments are charged at \$3.25 per nominal hour of study.

No concession fees apply to RPL enrolments. Refer to the institutional or apprenticeship/traineeship fee lists for an indicative RPL course fee.

**Please note, fees are subject to change.**