



CATHOLIC SCHOOLS OFFICE, LISMORE DIOCESE 7054

THE INFORMATION PROVIDED IS CORRECT AT 6 APRIL 2017

INFORMATION, DIGITAL MEDIA & TECHNOLOGY

The Information and Digital Media course provides a foundation in general computing and employment skills that enable participation in an information technology environment in any industry. The course provides the skills and knowledge for an individual to be competent in introductory ICT technical functions. It also assists students to achieve a degree of confidence and self-sufficiency as an advanced ICT user.

COURSE DETAILS

QUALIFICATION OUTCOMES	Students who demonstrate competency in the required units of competency will be eligible for Certificate III in Information, Digital Media and Technology (ICT30115)
HOURS	240 hours
DELIVERY	Face-to-face by qualified staff
TYPE	Board Developed Course
DURATION	2 years
UNIT VALUE	2 unit Preliminary 2 unit HSC
SPECIALISATION	Yes, required for full qualification
HSC EXAM	Yes
ATAR	Yes
WORKPLACEMENT	Mandatory 70 hours
RECOGNITION	National AQF and HSC Qualification
SBAT	Opportunity to complete a School Based Apprenticeships or a Traineeship and gain credit towards the HSC
ENTRY REQUIREMENTS	There are no formal entry requirements for this qualification
COURSE FEES	A course fee is generally charged by schools to cover consumable materials. Your school will provide further information.
RESOURCES REQUIRED	The school will provide details of any other resources required.
RECOGNITION OF PRIOR LEARNING	RPL is available for students who have previously gained the skills and knowledge required. Your school will provide further information.

UNITS OF COMPETENCY

• Participate effectively in WHS communication and consultation processes	BSBWHS304
• Implement and monitor environmentally sustainable work practices	BSBSUS301
• Work and communicate effectively in an IT environment	ICTICT202
• Create user documentation	ICTICT301
• Install and optimise operating system software	ICTICT302
• Run standard diagnostic tests	ICTSAS301
• Operate application software packages	ICTICT203
• Use advanced features of computer applications	ICTICT308
• Develop macros and templates for clients using standard products	ICTICT409
• Build simple websites using commercial programs	ICTWEB302
• Create a simple markup language document	ICTWEB301
• Create 2D animations	CUFANM301A
SPECIALISATION UNITS – FOR FULL QUALIFICATION	
• Use social media tools for collaboration and engagement	ICTWEB201
• Review and maintain a website	BSBEU401
• Produce digital images for the web	ICTWEB303
• Care for computer hardware	ICTSAS303
• Provide ICT advice to clients	ICTSAS305

ASSESSMENT

This course is competency based and the student's performance is assessed against prescribed industry standards. Assessment methods may include:

- Observation
- Student Demonstration
- Questioning
- Written tasks
- Tests
- Project
- Portfolio

PERSONAL REQUIREMENTS

- Strong client focus and genuine desire to assist
- Analytical skills
- Persistence
- Good communication skills
- Able to work as part of a team
- Patient and tolerant
- Aptitude for technical activities
- Methodical and disciplined approach to problem-solving.

CAREER PATHWAYS

- Technical Support
- ICT Technician
- Webpage Design
- Multimedia Production
- IT Business Manager
- Internet Systems Administrator
- E-Business Project Manager

JOB ROLES

Possible job titles relevant to this qualification include:

- Help desk officer
- Network Support Officer
- ICT operations support
- ICT user support
- PC support
- Technical support



DUTIES & TASKS OF A METAL TRADES ASSISTANT

IT support technicians may perform the following tasks:

- Identify the hardware and software needed to provide solutions to problems
- Assist with the customisation and adaptation of existing programmes to meet users' requirements
- Provide telephone, face-to-face and online support to customers
- Download and install appropriate software
- Connect users to networks and provide initial training in facilities and applications
- Talk with vendors and programmers
- Provide information relating to customers' hardware and software purchasing decisions
- Make sure users can use the equipment by providing personal tuition and self-help instructions
- Undertake housekeeping and reporting functions for the area of responsibility

FURTHER STUDY

Relevant Information Technology qualifications

Including Certificate IV, Diploma and Degree

For further information: <http://www.myskills.gov.au/>

Type the qualification code into the search bar, then click on the qualification title.

Explore Career Pathways and Student Outcomes including Employment, Salary, Occupations

