

## ABOUT INFORMATION & DIGITAL TECHNOLOGY

**Intent:** This course provides students with the knowledge and skills to be competent in a wide range of general information and communications technology (ICT) technical functions.

**Course Overview:** Students will be able to gain self sufficiency as an advanced IT user . It includes learning how to use IT as an effective tool, understanding hardware components, working with various software packages, using social media tools, building websites and communicating effectively.

**Work Placement:** Work placement is a mandatory component of this course. Students are required to undertake a minimum of 70 hours work placement within the ICT industry.

**Qualifications:** This course is based on the National Information and Communications Technology Training Package (ICA11). Depending on the achievement of units of competencies, the possible qualification outcome is a Statement of Attainment towards Certificate III in Information, Digital Media and Technology (ICA30111). It is possible to undertake further units of competency to achieve the full certificate. The qualifications are nationally recognised and can lead to further training with other Registered Training Organisations.



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### HSC DETAILS

Course Hours	240 hrs
Unit Value	2 units Preliminary 2 units HSC
Duration	2 years
Course Type	Category B Board Developed Course
ATAR (Australian Tertiary Admissions Rank)	If student sits for Optional HSC Exam
Work Placement	70 hours over two years

### ASSESSMENT

This course is competency-based and student performance is assessed against prescribed industry standards. Students are assessed as either 'competent' or 'not yet competent'. Holistic assessment projects will provide students with a number of opportunities to demonstrate competence, and will include observation in class, practical demonstrations, portfolio development, workplace assessment, tests and other tasks.

## PATHWAY INFORMATION

Career pathways include support for information technology activities in the workplace across a wide range of ICT areas. Roles could be an Administrative Assistant , Help Desk Officer, Help Desk Assistant, ICT

Operations support, ICT user support, PC support and general technical support. Further Training Pathways can include study at Certificate IV and Diploma level in specific areas of the ICT industry. University

related progression may include a Bachelor of Information & Communications Technology.

**SAINT YON  
TRADE TRAINING  
CENTRE**

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'Conquer the ICT world'

**COURSE DESCRIPTION**

To be awarded the Certificate III in Information, Digital Media and Technology competency must be achieved in **seventeen (17)** units of competency. This consists of **six (6)** core unit of competency and **eleven (11)** elective units of competency. As well as this, the Board of Studies requires particular units of competency to be studied and a total of at least 240 hours for the 2 unit course. The following table shows the most likely combination of competencies to be delivered during the course to attain the full certificate.

**COMPETENCIES**

Competency Code	Competency Title
	CORE UNITS
BSBOHS302B	Participate effectively in WHS communication and consultative processes
BSBSUS301A	Implement and monitor environmentally sustainable work practices
ICAICT202A	Work and communicate effectively in an IT environment
ICAICT301A	Create user documentation
ICAICT302A	Install and optimize operating system software
ICASAS301A	Run standard diagnostics tests
	ELECTIVES
ICAICT203A	Operate application software packages
ICAICT308A	Use advanced features of computer applications
ICAWEB302A	Build simple websites using commercial programs
ICASAS305A	Provide IT advice to clients
ICASAS303A	Care for computer hardware
ICAWEB201A	Use social media tools for collaboration and engagement
ICAICT306A	Migrate to new technology
ICAICT303A	Connect internal hardware components
ICAICT304A	Implement system software changes
ICAICT307A	Customise packaged software applications for clients
ICAICT409A	Develop macros and templates for clients using standard prod-
ICANWK304A	Administer network peripherals