1. **Aims**
To develop knowledge and skills in the use of Information and Communications Technology (ICT)

This course gets students inside the ICT - no longer are they users. This course provides the hands-on technical foundation for a range of IT Diploma courses.

This course also suits ICT graduates who want to improve their practical skills in the PC and server area, and those with practical skills who want to gain a formal Australian qualification in IT.

2. **Course Outcomes and Pathways**
This course in ICT provides students with the necessary skills for the following purposes:
- To undertake work as an ICT technician
- To undertake work in a range of ICT support roles (e.g. user, operations, PC, technical and/or client)
- To facilitate access to employment, including setting up a small business
- As a precursor to higher level studies.

3. **Overview**
This qualification is fully competency-based. The course involves highly practical, hands-on approaches and delivery. It utilises a wide range of teaching-learning methods including extensive workshop experience to consolidate skills learnt. This is an active learning course for small groups.

4. **Duration**
The Certificate III course is studied over a semester which involves two 10 week periods of formal tuition as well as a mid-semester break. There are 2 intakes for the Certificate III course: in February and July.

5. **Costs 2017**

**Application Fee**
There is a non-refundable enrolment application fee:
- Australian students $100
- International students $250

**Academic Fees**
Fees for this course are:
- Australian Students $4,500
- International students $4,700
6. **Entry Requirements**

While there are no formal prerequisites, general requirements for entry are:

- Completion of year 10 schooling
- A completed student application form & payment of the application fee
- Minimum entry age is 15 years (18 years for international students).

Students must subscribe to the standards of Unity College Australia. This means that students will:

- respect college authority and other students
- respect college and student property
- comply with cultural and social standards including:
  - modesty of dress
  - honesty and integrity in dealing with others
  - sensitivity to students from cultures different to one’s own
  - no consumption of alcohol or non-medicinal drugs, nor being under the influence of the same, while on campus. The college is a non-smoking environment.

7. **Training Process**

The Certificate III course entails a minimum of 20 hours of face to face classroom tuition and hands-on experience. Students will be assessed progressively in all these areas. Unity College Australia uses a wide variety of training methods. Unity College Australia uses adult-learning principles. Therefore participants in this program are expected to take charge of their own learning process. It is required that each student attends all classes and activities, and progressively completes all work required for assessment by set deadlines.
8. Course Structure

The Certificate III qualification is taught over a single semester period.

The course requires the completion of 17 units of competency, 6 core units and 11 elective units.

This table lists the units of competency which must be completed in this course.

<table>
<thead>
<tr>
<th>Unit of Competency</th>
<th>Code</th>
<th>Name</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Core Units</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>BSBWHS304</td>
<td></td>
<td>Participate effectively in WHS communication and consultation processes</td>
</tr>
<tr>
<td>BSBSUS301</td>
<td></td>
<td>Implement and monitor environmentally sustainable work practice</td>
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<tr>
<td>ICTICT202</td>
<td></td>
<td>Work and communicate effectively in an ICT environment</td>
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<tr>
<td>ICTICT301</td>
<td></td>
<td>Create user documentation</td>
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<tr>
<td>ICTICT302</td>
<td></td>
<td>Install and optimise operating system software</td>
</tr>
<tr>
<td>ICTSAS301</td>
<td></td>
<td>Run standard diagnostic tests</td>
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<tr>
<td><strong>Electives (11 units will be studied)</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>ICTICT303</td>
<td></td>
<td>Connect internal hardware components</td>
</tr>
<tr>
<td>ICTICT306</td>
<td></td>
<td>Migrate to new technology</td>
</tr>
<tr>
<td>ICTNWK301</td>
<td></td>
<td>Provide network systems administration</td>
</tr>
<tr>
<td>ICTNWK302</td>
<td></td>
<td>Determine and action network problems</td>
</tr>
<tr>
<td>ICTNWK304</td>
<td></td>
<td>Administer network peripherals</td>
</tr>
<tr>
<td>ICTNWK305</td>
<td></td>
<td>Install and manage network protocols</td>
</tr>
<tr>
<td>ICTSAS303</td>
<td></td>
<td>Care for computer hardware</td>
</tr>
<tr>
<td>ICTSAS304</td>
<td></td>
<td>Provide basic system administration</td>
</tr>
<tr>
<td>ICTSAS305</td>
<td></td>
<td>Provide ICT advice to clients</td>
</tr>
<tr>
<td>ICTSAS306</td>
<td></td>
<td>Maintain equipment and software</td>
</tr>
<tr>
<td>ICTSAS307</td>
<td></td>
<td>Install, configure and secure a small office or home office network</td>
</tr>
</tbody>
</table>
9. **Nationally Recognised Training**

Australia has a system of national standardisation of training for many industry areas including Information Technology. This system is implemented through the use of training packages (groups of courses) and individual units of competency.

All units studied in this course are nationally recognised competencies from the Information & Communications Technology Training Package.

10. **Assessment overview**

A wide range of assessment tools are used including:

- attendance and class participation
- exercises, presentations and/or tests
- computerised learning tools and practical research
- written assignments
- hands-on workshop experience, observation and tests

Competency-based assessment criteria apply to grading.

Final assessment for each unit studied will be shown as:

C  Competent
NYC  Not Yet Competent

Students will be recommended for graduation once the following requirements are met:

- All academic requirements completed and assessed
- Payment of all outstanding fees owing to Unity College Australia
- Return of any loaned college resources
- Maintained a satisfactory level of conduct during the course and on campus
- Maintained a satisfactory level of attendance during the course

A Certificate III is awarded if all 17 units are assessed as Competent.

Academic Transcripts will show results for units assessed as Competent.

11. **Pathways**

Continuation of further tertiary studies in Information Technology at Diploma, Bachelor or higher levels
12. Course Dates for Canberra Campus

2016 Semester 1
  Term 1 - 2  Monday 1 February - Friday 1 July

2016 Semester 2
  Term 3 - 4  Monday 18 July - Friday 9 December
  Graduation  Wednesday 14 December

2017 Semester 1
  Term 1 - 2  Monday 30 January - Friday 30 June

2017 Semester 2
  Term 3 - 4  Monday 17 July - Friday 8 December
  Graduation  Wednesday 13 December

Notes: Classes are 3 full days / week (Tues, Wed and Thurs)
	Days are subject to change.