

ICT30118 CERTIFICATE III IN INFORMATION, DIGITAL MEDIA & TECHNOLOGY

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

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 2021

APPLICATION FEE

There is a non-refundable enrolment application fee:

Australian students	\$150
International students	\$300

ACADEMIC FEES

Fees for this course are:

Australian Students	\$4,500
International students	\$6,000

Note: The College reserves the right to alter fees prior to the start of each academic year.

Unity College Australia policies and procedures, including Refunds and Complaints and Appeals, are outlined in the college Handbook and are available on the college website www.unity.edu.au

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

This course is currently only delivered at the Canberra Campus of Unity College Australia.

The Certificate III course entails a minimum of 20 hours per unit 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.

COURSE OUTLINE



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

Unit of Competency	
Code	Name
<i>Core Units</i>	
BSBWHS304	Participate effectively in WHS communication and consultation processes
BSBSUS401	Implement and monitor environmentally sustainable work practices
ICTICT202	Work and communicate effectively in an ICT environment
ICTICT301	Create user documentation
ICTICT302	Install and optimise operating system software
ICTSAS301	Run standard diagnostic tests
<i>Electives (11 units will be studied)</i>	
ICTPRG301	Apply introductory programming techniques
ICTICT306	Migrate to new technology
ICTSAS305	Provide basic system administration
ICTWEB302	Build simple websites using commercial programs
ICTWEB303	Produce digital images for the web
BSBEBU401	Review and maintain a website
ICTSAS303	Care for computer hardware
ICTSAS304	Provide basic system administration
ICTICT203	Operate application software packages
ICTSAS306	Maintain equipment and software
ICTSAS305	Provide ICT advice to clients

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
- “ Practical activities ,exercises and simple tests”
- computerised learning tools and practical research
- 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

After completion of the Certificate III in Information Technology, students may choose to enrol in further tertiary studies in Information Technology at Diploma, Bachelor or higher levels (note, these courses are not currently available at Unity College Australia but are available at other educational institutions in the Australian Capital Territory).

12. COURSE DATES FOR CANBERRA CAMPUS

2021 Semester 1

Term 1 Monday 1 February - Friday 9 April

Term 2 Tuesday 27 April - Friday 2 July

2021 Semester 2

Term 3 Monday 20 July - Friday 24 September

Term 4 Tuesday 5 October - Friday 10 December