

Course Details:

ICT30120 Certificate III in Information Technology

The competencies for ICT30120 Certificate III in Information Technology are designed to provide students with the skills and knowledge to be competent in introductory ICT technical functions. These include hardware, software, extending critical and creative thinking skills, operating systems, introductory programming techniques, communication, occupational health and safety, sustainability, networking and application software.

The qualification is designed to support information activities in the workplace and to achieve a degree of self-sufficiency as an advanced IT user.

Course Delivery

Location and Times

Year 1: Templestowe College, 7 Cypress Avenue, Templestowe. Wednesday 2:00pm to 5:00pm

Year 2 (2025): Templestowe College, 7 Cypress Avenue, Templestowe. Wednesday 2:00pm to 5:00pm

Mode of Delivery: Classroom based/online blended delivery.

Duration: 2 years part time

On successful completion of this program the student will achieve:

Credit towards VCE, VCE VM, VPC and Intermediate VCAL

All VET in school programs contribute units towards VCE and VCE VM. To confirm the number of units and if the program has a scored assessment and therefore a study score, please refer to the following VCCA Get VET resource:

[VCE-VET-program-chart.pdf](#)

Further information can be found on the VTAC website: www.vtac.edu.au and/or www.vcaa.vic.edu.au

Qualification: A nationally recognised qualification: **ICT30120 - Certificate III in Information Technology**

Additional Requirements/ Information:

Name of RTO & Provider of Qualification:

iVet
RTO: 40548

RTO Student Information:

Please refer to <https://tc.vic.edu.au/student-wellbeing-and-engagement-policy#rights> and www.mullumvetcluster.com.au for student rights and responsibilities whilst on campus.

OHS / Personal Protective Equipment: Students are required to have their own laptop/netbook.

Excursions: NA

Work Placement: Not required but is STRONGLY recommended. 80 hours over the period of 2 years.

Other: Please note this course is available to Year 11 and Year 12 students who have completed a Year 9 maths program.

Future Pathways and Opportunities:

Complementary studies:	<ul style="list-style-type: none"> A range of Information Communication Technology programs. 	
Pathways:	<ul style="list-style-type: none"> Certificate IV in Information Technology, specialising in Networking or Support 	<ul style="list-style-type: none"> Diploma of Information Technology Diploma of Information Technology Networking
Possible Future Career Opportunities:	<p>This qualification provides the skills and knowledge for an individual to be competent in a wide range of general information and communications technology (ICT) technical functions and to achieve a degree of self-sufficiency as an advanced ICT user. Persons working at this level will support information technology activities in the workplace across a wide range of ICT areas, including technical support, network administration, web technologies, software applications and digital media technologies.</p>	

Units of Competency:

Year 1: Competencies covered in the first year:

Unit Code	Unit Name	Nominal Hours	Core/Elective
BSBXTW301	Work in a team	40	C
ICTICT213	Use computer operating systems and hardware	60	E
ICTICT214	Operate application software packages	60	E
ICTSAS308	Run standard diagnostic tests	20	E
BSBXCS303	Securely manage personally identifiable information and workplace information	40	C
BSBCRT301	Develop and extend critical and creative thinking skills	40	C
ICTPRG302	Apply introductory programming techniques	40	C
Total nominal hours		300	

Year 2: Competencies covered in the second year:

Unit Code	Unit Name	Assessment Plan	Nominal Hours	Core/Elective
ICTSAS310	Install, configure and secure a small office or home office network	TBA	50	E
ICTSAS305	Provide ICT advice to clients	TBA	40	C
ICTSAS309	Maintain and repair ICT equipment and software	TBA	20	E
ICTSAS312	Provide basic systems administration	TBA	20	E
ICTICT313	Identify IP, ethics and privacy policies in ICT environments	TBA	50	C
Total nominal hours			180	

