



Certificate III in Information Technology

ICA30105

Benefits of Studying this Program

- Develop skills and knowledge in Information Technology
- Meet identified market need for creative abilities and technical competence in the field of information technology
- Pathway to the Certificate IV in Information Technology.

Program Aim

The program focuses on the following:

- Build a computer
- Install OS and applications
- Troubleshooting
- Client service.

Entry Requirements

BSBCM106A	Follow workplace safety procedures
ICAD2012B	Design organisational documents using computing packages
ICAU1128B	Operate a personal computer
ICAU2005B	Operate computer hardware
ICAU2006B	Operate computing packages
ICAU2013B	Integrate commercial computing packages
ICAU2231B	Use computer operating system
ICAW2001B	Work effectively in an IT environment
ICAW2002B	Communicate in the workplace



Duration

Delivery is normally scheduled over 15 full day (6 hours) training sessions over a 20-week period.

Classroom delivery is supplemented with workplace practice, study, and independent work on assessments and learning tasks.

Fewer hours are anticipated for existing employees depending on outcomes of skills audits and employment.

Students with lesser skills sets, disabilities or learning difficulties may require more hours.

Enquiries

Please contact: **Blended Learning International**

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Units of Competency

The Certificate III in Information Technology ICA30105 is issued upon successful completion of all of the units of competency listed below.

Code	Title
ICAD3218B	Create user documentation
ICAI3020B	Install & optimise operating system software
ICASAS305A	Provide IT advice to clients
ICAS3234B	Care for computer hardware
ICAT3025B	Run standard diagnostic tests
ICAU3004B	Apply occupational health and safety procedures
ICAI3101B	Install and manage network protocols
ICAS3024B	Provide basic systems administration
ICAS3032B	Provide network systems administration
ICAS3034B	Determine and action network problems
ICAS3120C	Configure and administer a network operating system
ICAS3121B	Administer network peripherals
ICAI3021B	Connect internal hardware components
ICAI4030B	Install software to networked computers
ICAI4097B	Install and configure a network
ICAS4134C	Provide first-level remote help desk support

Expected Effort

Blended Learning International adopts adult-learning principles, and all students are treated as adult learners. Participants in this program are therefore expected to take charge of their own learning process and observe the following:

- ensure all assignments are completed on time (unless granted exemption(s) through recognition of prior learning)
- participate in class discussions and activities
- attend all scheduled classes, otherwise inform the trainer prior to the class.

Assessment Overview

All assessment of units of competence is conducted in accordance with the assessment guidelines and competency standards of the officially endorsed Training Package for the Certificate III in Information Technology.

Assessments are conducted for each part of the training program and the processes are valid, reliable, fair and flexible. The assessment procedures and the criteria for judging performance are made clear to all participants enrolled in this program.

Assessment processes cover the broad range of skills and knowledge needed to demonstrate competency and integrate knowledge and skills with their practical application.

Assessment processes provide for the recognition of competencies no matter how, where or when they have been acquired.

Recognition of Prior Learning (RPL)

Where a participant feels that he or she has already achieved the skills for any unit of competence, that person can be given credit for, or an exemption from, the unit.

This prior learning may have occurred through formal or informal training, through work or life experience. It is a process whereby you are given credit for what you can already do.

Blended Learning International also recognises qualifications issued by other Registered Training Organisations (RTOs) as long as these qualifications are current and relevant to this program. If you believe that this applies to you, then you should ask for a Recognition of Prior Learning (RPL) application form.

Student Support/Special Needs

BLI provides student support services. It is especially concerned to help students with special needs including in the following areas: careers and employment, complaint resolution, counseling, disability support, equal opportunity, discrimination, indigenous support, learner support services and financial matters. Students may seek advice on support services from our Student Support Officer, Ms Kathryn Deng on 6230 4633.