



## **Certificate IV in Information Technology (Websites) ICA40305**

### **Benefits of studying this Program**

- Acquire advanced information technology and multimedia design skills
- Acquire skills to manage websites, corporate intranets and extranets
- Meet identified market need for creative abilities and technical competence in the field of multimedia

### **Program Information**

This qualification provides the skills and knowledge for an individual to be competent in website design and/or administration either as an independent ICT specialist or as part of a team. The qualification has a strong ICT base with the potential for inclusion of a range of broader design and multimedia units to suit particular needs.

The qualification could provide logical progression from the ICA05 Certificate III in IT and entry into the Diploma of Information Technology (Website Development) and several other diplomas.

The Certificate IV in Information Technology (Websites) includes skills in producing media suitable for electronic and print publication that can be used for screen, the World Wide Web, CD, DVD and off-set print. Skills in production and management applicable to the development of small to medium scale multimedia products are also acquired. The program focus is on the design of a website, taking into account graphical knowledge, specific technologies, and the technical knowledge of hardware, software and specific web languages.

### **Program Aim**

The Adobe Suite of design applications and work flows is used to produce web and print media as well as web-based publications. The program introduces participants to various design theories and techniques using the following applications: Photoshop, InDesign, Illustrator, Acrobat, Bridge, Image Ready and Dreamweaver. The Program is delivered in a series of 4 modules designed to develop skills and knowledge in the following areas:

1. Website Design
2. Website Construction
3. Website Programming
4. Management and Production

### **Duration**

The Certificate IV in Information Technology (Websites) is delivered over 20 weeks, 1 day per week equivalent.

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## Entry Requirements

Application is made on the Blended Learning International application form. The applicant will then be contacted regarding admission and may be required to sit a computer aptitude test (skills audit). Knowledge of Mac OSX, digital image capture and experience in using the internet will be an advantage.

## Units of Competency

The Certificate IV in Information Technology (Website) ICA40305 is issued upon successful completion of 24 units of competency. These comprise 12 common core units, 8 specialist core stream units - administration, and 4 elective units as listed below.

Unit Code	Name
<b>12 Common Core Units</b>	
BSBCMN304A	Contribute to personal skill development and learning (c)
CUSADM08A	Address copyright requirements (c)
ICAA4041C	Determine and confirm client business expectation and needs (c)
ICAB4135B	Create a simple mark-up language document to specification (c)
ICAB4225B	Automate processes (c)
ICAD4043B	Develop and present a feasibility report (c)
ICAD4217B	Create technical documentation (c)
ICAI4189B	Ensure website content meets technical protocols and standards (c)
ICAT4221B	Locate equipment, system and software faults (c)
ICAU4205B	Select and employ software and hardware tools (c)
ICAW4214B	Maintain ethical conduct (c)
PSPPM402B	Manage simple projects (c)

### 8 Specialist Core Stream Units - Administration

ICAB4220B	Create scrips for networking (e)
ICAS4191B	Maintain website performance (e)
ICAS4200B	Monitor traffic and compile website traffic report (e)
ICAS4201B	Transfer content to a website using commercial packages (e)
ICAT4184B	Ensure site usability for full range of use (e)
ICAT4185B	Create a website testing procedure (e)
ICAT4186B	Conduct operational acceptance tests of websites (e)
ICAT4194B	Ensure basic website security (e)

### 4 Elective Units

ICAA4142C	Design a website to meet technical requirements(e)
ICAD4198B	Develop guidelines for uploading information to a website (e)
ICAU4207B	Apply web authoring tool to convert client data for websites (e)
ICAA4233B	Determine and apply appropriate development methodologies (e)

## 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:

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- 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 will be conducted in accordance with the assessment guidelines and competency standards of the officially endorsed Training Package for the Certificate IV in Information Technology (Websites). Assessments will be conducted for each part of the training program and the processes will be valid, reliable, fair and flexible. The assessment procedures and the criteria for judging performance will be made clear to all participants enrolled in this program. Assessment processes will cover the broad range of skills and knowledge needed to demonstrate competency and will integrate knowledge and skills with their practical application. Assessment processes will 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. Each application should be accompanied by an administration fee of \$50.00.

### **Enquiries**

Please contact:

#### **Blended Learning International**

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