



## ICA30105 Certificate III in Information Technology

CRICOS COURSE CODE: 062522E

Successful completion of this qualification could work in basic personal computer (PC) support, basic network/system administration or in first level help desk roles. Some of the possible job titles may include: Computer Operator, Help Desk Officer, IT Technician, Maintenance Technician, PC Support, Support Technician and Technical Support.

### Duration and Fees

This program is delivered over a period of **20 weeks (25 hours per week) of face to face training (500 learner contact hours) excluding the holidays**. The total duration will be **26 weeks including the holidays**. For holidays please refer to **Academic Calendar**.

\*The above duration includes **4 weeks (100 hours) of face to face delivery of Mandatory Prerequisites (MPR)**.

\*\* Students fulfilling the requirements of **Mandatory Prerequisites (MPR)** will be given a credit transfer and the duration of the course will be adjusted by 4 weeks (100 hours).

Full information on fees and schedule terms breaks are posted on the website, [www.windsor-ic.com.au](http://www.windsor-ic.com.au). This program is designed for international students are required to attend full-time study: **a minimum of twenty (20) hours face to face delivery**.

### Qualification Structure

- >> Four pre-requisites
- >> Nine mandatory pre-requisites units
- >> Six core units
- >> Four specialist core stream units – Applications; plus
- >> Four elective units

**Nine (9) mandatory pre-requisites units of competency, four (4) pre-requisites units of competency, six (6) core units of competency, four (4) specialist core stream units of competency and four (4) elective units of competency, must be completed in order to successfully achieve this qualification.**

**Credential will only contain 14 units (6 cores and 4 four specialist core and 4 Electives) which is required for ICA30105 Certificate III in Information Technology qualification.**

No	Unit Code	Unit Name	Core/Elective
<b>Mandatory Pre requisites</b>			
1.	BSBCMN106A	Follow workplace safety procedures	Mandatory Prerequisites
2.	ICAD2012B	Design organisational documents using computing packages	Mandatory Prerequisites
3.	ICAU1128B	Operate a personal computer	Mandatory Prerequisites
4.	ICAU2005B	Operate computer hardware	Mandatory Prerequisites
5.	ICAU2006B	Operate computing packages	Mandatory Prerequisites
6.	ICAU2013B	Integrate commercial computing packages	Mandatory Prerequisites
7.	ICAU2231B	Use computer operating system	Mandatory Prerequisites
8.	ICAW2001B	Work effectively in an IT environment	Mandatory Prerequisites
9.	ICAW2002B	Communicate in the workplace	Mandatory Prerequisites
<b>6 Compulsory units</b>			
1.	ICAD3218B	Create user documentation	Core
2.	ICAI3020B	** Install and optimise operating system software	Core/PR
3.	ICAS3031B	Provide advice to clients	Core
4.	ICAS3234B	Care for computer hardware	Core
5.	ICAT3025B	Run standard diagnostic tests	Core
6.	ICAU3004B	Apply occupational health and safety procedures	Core
<b>4 Specialist core stream units – Applications; plus</b>			
1.	ICAU3126B	Use advanced features of computer applications	Specialist Core/PR
2.	ICAU3028B	Customise packaged software applications for clients	Specialist Core
3.	ICAI3110C	Implement system software changes	Specialist Core
4.	ICAU3019B	Migrate to new technology	Specialist Core
<b>4 Elective units</b>			
1.	ICAI3101B	**Install and manage network protocols	Elective/PR
2.	ICAS3024B	** Provide basic system administration	Elective/PR
3.	ICAS3032B	** Provide network systems administration	Elective
4.	ICAB4225B	** Automate processes	Elective
** Common units for both Windsor Institute of Commerce's ICA30105 Certificate III in Information Technology and ICA40405 Certificate IV in Information Technology (Networking) will be delivered and assessed in Windsor Institute of Commerce's ICA30105 Certificate III in Information Technology.			



### Teaching and Assessment Strategy

This qualification is supported by a Training and Assessment Strategy (TAS) which outlines a variety of teaching and learning methods used in a classroom setting including class discussions, presentations and demonstrations, case studies, project work and individual and team activities.



## Assessment & Recognition of Prior Learning (RPL)

A range of assessment methods are used throughout the duration of this qualification. RPL is also available and granted against the units of competency listed above based on work experience. Application may be made after enrolment and must be made using the RPL application form. Overseas learners, on a student visa, must note that RPL will result in a reduction of the duration of study.

## Entry Requirements: Mandatory Prerequisites

The following units are prerequisites for this qualification as they contain the basic fundamentals of ICT knowledge and skills for all the qualifications at Certificate III in IT and above.

BSBCMN106A	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

Participants must be able to demonstrate competence in the above units of competence or attend the initial cluster packaged within the program. Participants already able to demonstrate competence can request and obtain recognition of prior learning (RPL) or if the units were undertaken under nationally recognised training a credit transfer for the units completed.

## Additionally the following entry requirements must be met. Applicants must:

- >> Be 18 years of age or over AND
- >> Have an IELTS 5.5 (or equivalent) AND
- >> Have satisfactorily completed Australian Year 12 (or equivalent) OR
- >> After achieving the ICA20105 Certificate II in Information Technology or the units provided above OR
- >> Industry experience assisting in a range of IT supports roles without a formal qualification.

## Course participant resources

Windsor Institute of Commerce maintains a current and accessible library for our students, provides the learning resources required for study and assessment as well as internet access and fully equipped computer lab and classrooms with the technology needed to undertake the course.

## Pathways/Further Study

After achieving the ICA30105 Certificate III in Information Technology, candidates may undertake further studies and commence ICA40405 Certificate IV in Information Technology (Networking) or ICA40805 Certificate IV in Information Technology (Multimedia).

*Any specific requests or questions should be directed to [info@windsor-ic.com.au](mailto:info@windsor-ic.com.au) prior to enrolment.*