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# Certificate III in Information Technology ICA30105

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## Description

This qualification provides the skills and knowledge for an individual to be competent in introductory ICT 'technical' functions and is designed to support information activities in the workplace and to achieve a degree of self-sufficiency as an advanced ICT 'user'. The will give employers a degree of confidence in an individual's usefulness in the workplace as it has a strong suite of 6 common core ICT units building on the prerequisite knowledge and skills from the 8 Certificate II in IT core units. On completing this qualification, an individual should hold the suggested entry competencies for a Certificate IV in Information Technology.

## Prerequisites

BSBCM106A Follow workplace safety procedures  
ICAD2012A Design organisational documents using computing packages  
ICAU1128A Operate a personal computer  
ICAU2005A Operate computer hardware  
ICAU2006A Operate computing packages  
ICAU2013A Integrate commercial computing packages  
ICAU2231A Use computer operating system  
ICAW2001A Work effectively in an IT environment  
ICAW2002A Communicate in the workplace



## Requirements

Participants must successfully complete 14 to 16 units depending on the stream chosen) including

- 6 common units; plus
- 4 specialist core units – Applications, or
- 6 specialist core units – Network Administration, or
- 5 specialist core units – Support; plus
- 4 elective units, 2 of which may be drawn from a nationally endorsed training package.

## Duration

One year full-time; two years part-time.

## On-The-Job Training

Much of the training is delivered on-the-job through reading, interacting with colleagues and completing useful project work. You only need to attend off-the-job training if a competency cannot be acquired at the workplace.

## Recognition of Current Competencies (RCC)

You may already have many of the skills required to qualify for this qualification. There is no need to be trained in things you can already do. NDA will assess current skills and give recognition for relevant competencies.

## Units

6 common units	ICAD3218A ICAI3020A ICAS3031A ICAS3234A ICAT3025A ICAU3004A	Create user documentation Install and optimise operating system software Provide advice to clients Care for computing hardware Run standard diagnostic tests Apply occupational health and safety procedures
4 specialist core (Applications)	ICAU3019A ICAU3028A ICAU3126A ICAI3110A	Migrate to new technology Customise packaged software applications for clients Use advanced features of computer applications Implement system software changes
6 specialist core (Network Administration)	ICAI3101A ICAS3024A ICAS3032A ICAS3034A ICAS3120A ICAs3121A	Install and manage network protocols Provide basic system administration Provide network systems administration Determine and action network problems Configure and administer a network operating system Administer network peripherals

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5 specialist core (Support)	ICAI3021A ICAS3024A ICAS3115A ICAU3019A ICTCC330A	Connect internal hardware components Provide basic system administration Maintain equipment and software in working order Migrate to new technology Manager customer relationship
4 elective units	ICAB3018A ICAB4135A ICAB4169A ICAB4225A ICAD4190A ICAD4217A ICAI3021A ICAI3110A ICAI4029A ICAI4030A ICAI4097A ICAS4108A ICAS4127A ICAS4134A ICAS4191A ICAS4201A ICAT4185A ICAU4207A ICTCC330A	Develop macros and templates for clients using standard protocols Create a simple mark-up language document to specification Use development software and IT tools to build a basic website Automate processes Maintain information standards Create technical documentation Connect internal hardware components Implement system software changes Install network hardware to a network Install software to networked computers Install and configure a network Complete database back-up and recovery Support system software Provide first-level remote help desk support Maintain website performance Transfer content to a website using commercial packages Create a website testing procedure Apply web authoring tool to convert client data for websites Manage customer relationship

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