COURSE

Certificate III in Information, Digital Media and Technology

ENROL TODAY

TAFENSW.EDU.AU or **131 601**

WHY CHOOSE TAFE NSW?

Opens career doors. Our industry relationships lead many students directly into work with a range of employers including agencies, studios, galleries and fashion houses.

Global prospects. TAFE NSW graduates possess the technical knowledge, creative-thinking and specialised skills that are highly sought after by employers around the world.

State-of-the-art facilities. Purpose-built creative studios and industry standard software mean you will master the same tools of the trade as leading professionals.

Industry exposure. TAFE NSW partners with industry to provide you with hands-on experience through networking, sponsor programs, competitions, talks, lectures and other creative industry events.

Recognised and respected. TAFE NSW has built its reputation on delivering trusted, industry aligned and nationally recognised training for over 130 years.

Certificate III in Information, Digital Media and Technology

National Course Code: ICT30118 | TAFE NSW Code: ICT30118-01V02-21PMQ-010

Qualification Level	Certificate III
Study Type	Full Time
Course Start Date	01 Feb 2021
Hours Per Week	30
Duration	18 Weeks
Delivery Locations	Port Macquarie (focused on Networking and Support)
Course Fees	**Subsidised Prices** Fee-Free training applies to JobTrainer and Mature Age Workers Scholarship, if eligible. Eligibility criteria applies. First Qualification: $1,740.00 Subsequent Qualification: $2,080.00 Traineeship: $1,000.00 You may be eligible for the NSW Smart & Skilled **Fee-Free** Traineeship which will be verified at enrolment. Concession: $240.00 **Non-subsidised Prices** Full Fee: $7,890.00
Course Features	Nationally Recognised Training Traineeship Allowed This training is fully government-subsidised under JobTrainer

Course Description

According to Job Outlook, ICT Support Technicians are in high demand. If you are a tech-head, enjoy helping people and want a skillset that is sought-after in multiple industries, then the nationally recognised Certificate III in Information, Digital Media and Technology is for you. Learn to administer networks and support websites to keep the digital engine of your organisation humming.

This is a fully government subsidised JobTrainer course. Eligibility criteria applies.
LEARN NEW SKILLS

Through theory and practical course work, you will learn how to:

- Work and communicate effectively in an ICT environment
- Install and optimise operating system software
- Troubleshoot ICT problems
- Create user documentation
- Use application software packages

- ■ Participate in Workplace Health and Safety (WHS) processes

DEVELOP YOUR TALENT

Develop the qualities you need:
- ■ Confidence dealing with people in a business environment
- ■ Expert at problem-solving
- ■ Manage competing tasks and priorities

ACHIEVE YOUR GOALS

You will earn:
- ■ A nationally recognised qualification at certificate III level
- ■ Knowledge of office software and business technology
- ■ Skills that can be used in any industry

GROW YOUR CAREER

Expand your career and specialise your digital knowledge through TAFE NSW:
- ■ Certificate IV in Information Technology
- ■ Certificate IV in Support
- ■ Certificate IV in Web-Based Technologies
- ■ Certificate IV in Networking
- ■ Certificate IV in Programming
- ■ Certificate IV in Cyber Security

INDUSTRY DEMAND

This qualification is on the NSW Skills List - which means that there is a demand for these skills - and prepares students for entry level jobs as an ICT Helpdesk or Support Technician. According to Job Outlook, there are likely to be around 62,000 job openings for ICT Support Technicians over 5 years (that is about 12,400 a year).

Entry Requirements

When you study with TAFE NSW, we want you to succeed. Entry requirements allow us to make sure that you have the right pre-existing knowledge and skills to achieve your chosen qualification. You will need to provide evidence that you meet the requirements listed in this section.
ENTRY REQUIREMENTS

TAFE NSW offers the Certificate III in Information, Digital Media and Technology as either a traineeship or non-traineeship, so you can construct the career you want.

Non-traineeship

There are no entry requirements for non-trainees. You can enrol in this course now.

Traineeship

To be eligible for this course you must:
- ■ Be employed in the IT industry as this course is delivered in the workplace
- ■ Have a signed traineeship contract

Thinking about a traineeship? Enquire today.
IS THIS COURSE RIGHT FOR YOU?

To be prepared for this course, it is recommended that you have:
- Basic computer experience including Microsoft Office
- Basic communication skills

If you need help preparing for study, contact us about your options.

ADDITIONAL REQUIREMENTS

With 130 locations across the state, TAFE NSW tailors qualifications to meet the needs of the local community and specific student groups (like apprentices, fast-tracked and online students). To make sure this course is the right fit for you, we will need you to demonstrate that you can meet the additional requirements below.

To be enrolled in this course, it is recommended you have:
- a Certificate II in Information, Digital Media and Technology qualification, or equivalent skills and knowledge

To successfully complete this course, you will need:
- have access to a computer at home, with stable internet connectivity, during the timetabled hours. If you don't have access to a computer at home, you will have access to TAFE libraries
- Language, Literacy and Numeracy (LLN) skills as defined in the Australian Core Skills Framework (ACSF). If you haven't studied at this level or above before, you may be required to undertake an assessment of your LLN skills, so that we can better understand your academic capabilities and identify areas where you may need support. If you do not meet these requirements, a teacher will discuss alternative options or support services available to help you achieve your study goals

Information Sessions and more about the course

To register for an information session, head to tafensw.edu.au/infofest. Students who cannot attend the Information Session please make an online enquiry or contact us on 131 601 for more information about the course!

INFORMATION SESSIONS

To find out more about this course, meet our teachers and receive information about enrolment and next steps, attend an information session.

Date	Time	Location
Wednesday, 9 December 2020	Anytime between 11.00am and 12.00pm	in person at: Port Macquarie Campus, Building G, Ground Level, Room online via Microsoft Teams at: http://tiny.cc/vzsxsz
Wednesday, 20 January 2021	Anytime between 11.00am and 12.00pm	in person at: Port Macquarie Campus, Building G, Ground Level, Room online via Microsoft Teams at: http://tiny.cc/vzsxsz

STUDY COMMITMENT

This is a full time day course. You will need to attend approximately 20 hours of class, over 3 days a week, for 18 weeks. As well as the in-class component, you will need to complete approximately 10 hours of other study per week.

You may also be required to complete approximately 3.4 hours of additional study each week outside of class hours, including private study.

IS THIS COURSE RIGHT FOR YOU?

This course offering is designed for people who:
- want the skills and knowledge to study the Certificate IV in Information Technology

MORE ABOUT THIS COURSE

There is a new version of this course coming soon. If it is available before you complete your studies, you will be notified of your options and may be transferred to the new course.

SERVICES AND STUDY SUPPORT

There are additional learning and study tools available for this course, including:
- Language, Literacy and Numeracy (LLN) Support
- Aboriginal and Torres Strait Islander Support
- Multicultural Learner Support
- Careers, Counselling and Pathways Services

We offer student services and study support to ensure you can achieve your goals. Learn about TAFE NSW [Student Services](#)

As a TAFE NSW student in this course, you will have access to:
- LinkedIn Learning (formerly Lynda.com)
- Smarthinking - after hours online study support service
- Easy computing online short courses
- Access to local TAFE libraries
- Accessibility and Disability Support Services
- Access to Read&Write learning support software at TAFE and at home

Attendance

To keep you safe while studying, some of our face to face classes may be replaced with online or connected learning. We have also modified our face to face classes to meet physical distancing requirements and increased cleaning on campus. As restrictions ease, the way you attend your class may change again. If work placement and the demonstration of practical skills are requirements of your course, due to the impacts of COVID-19 there may be a delay or modification in being able to undertake these aspects of your course in the planned timeframe. Be assured, we'll keep you informed every step of the way.

This course is currently scheduled on Monday, Wednesday, and Thursday, from 9.15am to 3.30pm. This timetable may change and will be confirmed by your teacher.

Fee Details

This is a fully government-subsidised JobTrainer course. Eligibility criteria applies.

SMART AND SKILLED FEES

This course is government-subsidised, meaning you pay a portion of the full course fee to TAFE NSW and the NSW Government will pay the balance. However, you must meet certain eligibility criteria for this to apply.

Depending on your previous qualifications and experience, your fee may be less than the maximum fee quoted. Your actual fee and eligibility for concession/exemption will be calculated and confirmed during the enrolment process. Payment plans are available through TAFE NSW for Smart and Skilled eligible qualifications.

For further information about eligibility and explanations of the different fee categories, visit Are You Eligible?

ADDITIONAL RESOURCES

You will need to provide for yourself the following resources which you will keep when you complete your study:

- general stationery (ie, pen, pencil, eraser, highlighters, and stapler)
- a webcam, headphones, and microphone are preferred, but optional

READ BEFORE YOU ENROL

Learn about TAFE NSW Fees

Learn about TAFE NSW Payment/Funding

RECOGNITION

Recognition is a process of acknowledging previously completed qualifications, skills, knowledge or experience relevant to your course. This may reduce the amount of learning required, reduce your course fees and allow you to achieve your qualification faster.

Learn about Recognition at TAFE NSW Recognition

How to Enrol

Applying with us is easy, though the exact process does depend on your course and any prerequisites that go with it. Be sure to read all course information carefully to make sure it is the right qualification, location and study type for you. As you progress through the application and enrolment process you will be prompted to provide additional information.

For further information or assistance, call 131 601.

If you are interested in studying as a Trainee please call 131 601 for full details.

Find out more about Applying and Enrolling

Units

BSBSUS401	Implement and monitor environmentally sustainable work practices
BSBWHS304	Participate effectively in WHS communication and consultation processes
ICTICT202	Work and communicate effectively in an ICT environment
ICTICT301	Create user documentation
ICTICT302	Install and optimise operating system software
ICTSAS308	Run standard diagnostic tests
ICTICT203	Operate application software packages
ICTICT303	Connect internal hardware components
ICTNWK301	Provide network systems administration
ICTNWK302	Determine and action network problems
ICTNWK305	Install and manage network protocols
ICTPRG301	Apply introductory programming techniques
ICTSAS303	Care for computer hardware
ICTSAS304	Provide basic system administration
ICTSAS305	Provide ICT advice to clients
ICTSAS306	Maintain equipment and software
ICTSAS307	Install, configure and secure a small office or home office network

Career Opportunities

Technical support, network administration, web technologies, software applications and digital media technologies.

Information as of 22 Jan 2021