Certificate III in Information Technology (ICT30120)

FULL QUALIFICATION - incorporating VCAA Program	COURSE DURATION
Course Structure – 2026	2 Years

	UNITS 1 & 2 (YEAR 1)	TYPE	NOMINAL HOURS	WEEKS DELIVERY
BSBXTW301	Work in a team	Core	40	5
ICTICT213	Use computer operating systems and hardware	Elective	60	9
ICTSAS311	Maintain computer hardware	Elective	20	3
ICTSAS308	Run standard diagnostic tests	Elective	20	3
BSBXCS303	Securely manage personally identifiable information and workplace information	Core	40	5
BSBCRT301	Develop and extend critical and creative thinking skills	Core	40	5
ICTPRG302	Apply introductory programming techniques	Core	40	5
		YEAR 1 TOTAL	**260**	**35**
	UNITS 3 & 4 (YEAR 2)			
ICTSAS310	Install, configure and secure a small office or home office network*	Elective	50	9
ICTSAS305	Provide ICT advice to clients*	Core	40	8
ICTSAS309	Maintain and repair ICT equipment and software*	Elective	20	4
ICTSAS312	Provide basic system administration*	Elective	20	4
ICTICT313	Identify IP, ethics and privacy policies in ICT environments*	Core	50	10
		YEAR 2 TOTAL	**180**	**35**

For schools wanting to customise the course content (choose different electives and/or imported units), you can find the available options (permissible substitutes) listed on the back of this document.

All units are shown in IVET's standard (suggested) sequence of delivery.
The weeks delivery per unit is based on a 70-week delivery period.
*Indicates Units 3 and 4 - scored assessment units.

	REQUIRED WEEKLY TIME COMMITMENT (Scheduled^)			
YEAR 1	**In-class**	**6 hrs**	**Homework**	**1.5 hrs**
YEAR 2	**In-class**	**4 hrs**	**Homework**	**1 hr**

^Scheduled hours means timetabled class time and time allotted for homework only. Further contributions to students' overall learning occur in a variety of ways - this will be documented in the course's Master Training & Assessment Strategy.

In the event of customisation of this program (elective unit substitutions), the required amount of training will be re-calculated and documented in the form of a customised delivery schedule and as an appendix to the Master Training & Assessment Strategy.

IVET Institute
RTO ID: 40548 1300 00 IVET admin@ivet.edu.au ivet.edu.au

Certificate III in Information Technology (ICT30120)

Permissible Substitutes

The units below are the remaining electives from within the qualification's packaging that are available for selection by schools.

These elective units can only be substituted/swapped with other elective or imported units, but not added - i.e. the total number of units cannot be increased. A maximum of two imported units are allowed. Please refer to qualification packaging rules for precise information on allowable course composition.

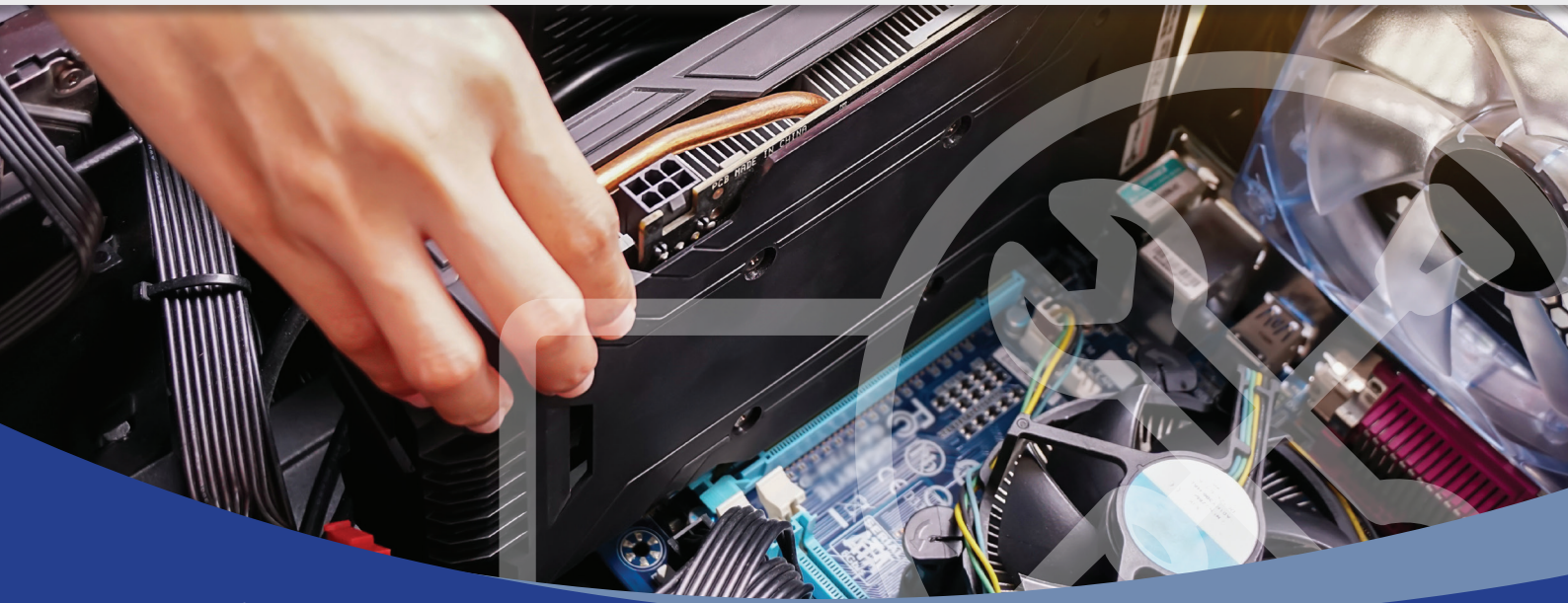
The core units (see reverse side) cannot be substituted and must be retained.

	UNITS	TYPE	NOMINAL HOURS
BSBXCS301	Protect own personal online profile from cyber security threats	Elective	30
BSBXCS302	Identify and report online security threats	Elective	30
CUAANM301	Create 2D Digital Animation	Elective	35
ICTICT214	Operate application software packages	Elective	60
ICTICT215	Operate digital media technology packages	Elective	40
ICTICT309	Create ICT user documentation	Elective	20
ICTSAS214	Protect devices from spam and destructive software	Elective	10
ICTWEB304	Build simple web pages	Elective	40
ICTWEB305	Produce digital images for the web	Elective	40
ICTWEB306	Develop web presence using social media	Elective	30

Further units may be available to import from other qualifications or training packages. In the event that your school has a specific need for a unit not listed above, please consult your School Relationship Officer.

Important – As the student resource is printed as a standardised course book, the unit-based resource for any substitute units will only be available in soft copy for the school/students to self-print.

All information provided is current at the time of print, however, is subject to change based on Training Package updates or changes made by the State Curriculum Authority. In the event of such changes, the actual course composition may vary from the above.



IVET Institute
RTO ID: 40548 1300 00 IVET admin@ivet.edu.au ivet.edu.au