Information and communications technology is embedded in all aspects of today’s changing world. A qualification in IT offers you the transferable skills to hold employment across a wide variety of job sectors.

**Delivery:**
- Classroom based
- External
- Online
- Traineeship

**Duration:**
Duration may vary depending on electives chosen.
Traineeship 18 months
Full time classroom based 18 weeks

**Possible job titles include:**
Office Assistant, Records Assistant and Junior Office Support.

**Completion of 7 Core units and 7 Elective units are required to gain this qualification.**

**Core Units:**
- BSBWHS201 Contribute to health and safety of self and others
- BSBUS201 Participate in environmentally sustainable work practices
- ICTICT201 Use computer operating systems and hardware
- ICTICT202 Work and communicate effectively in an ICT environment
- ICTICT203 Operate application software packages
- ICTICT204 Operate a digital media technology package
- ICTWEB201 Use social media tools for collaboration and engagement

**Suggested Electives:**
- ICTICT207 Integrate commercial computing packages
- ICTICT206 Install software applications
- ICTSAS206 Detect and protect from spam and destructive software
- ICTSAS203 Connect hardware peripherals
- ICTSAS209 Connect and use a home-based local wireless network
- ICPDMT321 Capture a digital image
- CUFDIG303A Produce and prepare photo images

**Entry Requirements:**
There are no entry requirements for this course

**Future Pathways:**
ICT30115 Certificate III in Information, Digital Media and Technology, or a range of other Certificate III qualifications.

Training is delivered with Victorian and Commonwealth Government funding.
*Eligibility criteria applies*