Certificate III in Information, Digital Media & Technology

Learn to be competent in a wide range of general information and communications technology (ICT) technical functions and to achieve a degree of self-sufficiency as an advanced ICT user. Persons working at this level will support information technology activities in the workplace across a wide range of ICT areas, including technical support, network administration, web technologies, software and digital media applications.

**Delivery:**
- Classroom
- External

**Duration:**
Duration may vary depending on electives chosen. Full time classroom based 6 weeks.

Completion of 6 Core units and 11 Elective units are required to gain this qualification.

**Core Units:**
- BSBWHS304 Participate effectively in WHS communication and consultation processes
- BSBUS301 Implement and monitor environmentally sustainable work practices
- ICTICT202 Work and communicate in an ICT environment
- ICTICT301 Create user documentation
- ICTICT302 Install and optimise operating system software
- ICTSAS301 Run standard diagnostic tests

**Suggested Electives:**
- ICTICT203 Operate application software packages
- ICTICT304 Implement system software changes
- ICTICT307 Customise software applications for clients
- ICTICT308 Use advanced features of computer applications
- ICTICT409 Develop macros and template for clients using standard products
- ICTICT303 Connect internal hardware components
- ICTSAS303 Care for computer hardware
- ICTSAS304 Provide basic system administration
- ICTSAS305 Provide ICT advice to clients
- ICTSAS306 Maintain equipment and software
- ICTWEB201 Use social media tools for collaboration and engagement

**Future Pathways:**
ICT support Technician, Clerical/Software Support, Help Desk operator. ICT20115 Certificate II in Information, Digital Media and Technology, or a range of other qualifications.

Training is delivered with Victorian and Commonwealth Government funding.

*Eligibility criteria applies