

## VCE VET Information Technology

The following pages replace pages 5 – 8 contained in the *VCE VET Information Technology Program Booklet* published in September 2006.

This program is for implementation from 2012 and must be used in conjunction with the *VCE VET Information Technology Program Booklet* and the nationally endorsed *ICA05 Information and Communications Technology Training*.

Incorporating  
ICA20105 Certificate II in Information Technology  
ICA30105 Certificate III in Information Technology

## VCE VET Information Technology program structure

### PROGRAM 1: COMPLETION OF ICA20105 CERTIFICATE II IN INFORMATION TECHNOLOGY

Code	Unit of competence title	Nominal hours
<b>Units 1 and 2</b>		
<b>Compulsory units:</b>		
BSBCMN106A	Follow workplace safety procedures	10
ICAD2012B*	Design organisational documents using computing packages	40
ICAU2005B*	Operate computer hardware	20
ICAU2006B	Operate computing packages	60
ICAU2013B*	Integrate commercial computing packages	30
ICAU2231B*	Use computer operating system	20
ICAW2001B	Work effectively in an IT environment	20
ICAW2002B	Communicate in the workplace	20
<b>Subtotal</b>		<b>220</b>
<b>Select SIX of the following electives:</b>		
ICAD2003B	Receive and process oral and written communication	20
ICAI2015B	Install software applications	20
ICAS2008B	Maintain inventories for equipment, software and documentation	10
ICAS2009B	Interact with clients	20
ICAS2010B	Apply problem solving techniques to routine malfunctions	20
ICAS2014B	Connect hardware peripherals	20
ICAS2016B	Record client support requirements	10
ICAS2017B	Maintain system integrity	20
ICAS2243B	Detect and protect from spam and destructive software	10
ICAU2007B	Maintain equipment and consumables	20
ICAW2011B	Work individually or as a team member to achieve organisational goals	20
ICPMM263B	Access and use the Internet	20
<b>Subtotal</b>		<b>90–120</b>
<b>PROGRAM TOTAL</b>		<b>310–340</b>

**Note:** Please refer to page 8 for the key of symbols

## PROGRAM 2: PARTIAL COMPLETION OF ICA30105 CERTIFICATE III IN INFORMATION TECHNOLOGY

Code	Unit of competence title	Nominal hours
<b>Units 1 and 2</b>		
<b>Compulsory units:</b>		
BSBCMN106A	Follow workplace safety procedures	10
ICAD2012B*	Design organisational documents using computing packages	40
ICAU2005B*	Operate computer hardware	20
ICAU2006B	Operate computing packages	60
ICAU2013B*	Integrate commercial computing packages	30
ICAU2231B*	Use computer operating system	20
ICAW2001B	Work effectively in an IT environment	20
ICAW2002B	Communicate in the workplace	20
<b>Subtotal</b>		<b>220</b>
<b>Units 3 and 4</b>		
<b>Common core compulsory units</b>		
ICAD3218B	Create user documentation	20
ICAI3020B <sup>S#</sup>	Install and optimise operating system software	20
ICAT3025B <sup>II</sup>	Run standard diagnostic tests	20
ICAU3004B	Apply occupational health and safety procedures	20
ICAS3031B	Provide advice to clients	40
<b>Subtotal</b>		<b>120</b>
<b>Units selected from the Specialist Core Streams – select ONE stream only</b>		
<b>APPLICATIONS STREAM</b>		
ICAU3126B <sup>†</sup>	Use advanced features of computer applications	40
ICAU3028B <sup>†</sup>	Customise packaged software applications for clients	60
<b>Subtotal</b>		<b>100</b>
<b>NETWORK ADMINISTRATION STREAM</b>		
ICAI3101B <sup>‡#</sup>	Install and manage network protocols	40
ICAS3024B <sup>‡III#</sup>	Provide basic system administration	20
ICAS3032B <sup>‡#</sup>	Provide network systems administration	20
ICAS3121B	Administer network peripherals	20
<b>Subtotal</b>		<b>100</b>
<b>SUPPORT STREAM</b>		
ICAS3024B <sup>‡II</sup>	Provide basic system administration	20
ICAS3115B	Maintain equipment and software in working order	20
ICAI3021B	Connect internal hardware components	20
ICTCC330A	Manage customer relationships	35
<b>Subtotal</b>		<b>95</b>
<b>TOTAL UNITS 3 AND 4 SCORED SEQUENCE</b>		<b>215–220</b>
<b>PROGRAM TOTAL</b>		<b>435–440</b>

**Note:** Please refer to page 8 for the key of symbols

## ADDITIONAL REQUIREMENTS TO COMPLETE ICA30105 CERTIFICATE III IN INFORMATION TECHNOLOGY

In order to complete ICA30105 Certificate III in Information Technology, students must undertake additional training.

Requirements to complete ICA30105 Certificate III in Information Technology:

- complete the remaining one core unit
- complete the remainder of the relevant stream (Section A)
- undertake a minimum of four additional units of competency from the elective bank or from a stream which the student has not undertaken (Section B).

Requirements to receive further credit in the VCE

In order to qualify for an additional Units 3 and 4 sequence, students will be required to undertake at least 180 hours of training from the units listed on the following pages.

### Section A: Complete the units of competency from the stream the student has undertaken

Code	Unit of competence title	Nominal hours
Remaining Certificate III core		
ICAS3234B	Care for computer hardware	20
<b>Remaining units from streams</b>		
<b>Applications</b>		
ICAI3110C	Implement system software changes	20
ICAU3019B	Migrate to new technology	20
<b>Network administration</b>		
ICAS3034B*	Determine and action network problems	30
ICAS3120C*#	Configure and administer a network operating system	50
<b>Support</b>		
ICAU3019B	Migrate to new technology	20

### Section B: Elective units of competency

Code	Unit of competence title	Nominal hours
Electives: select four units from the following list – these can include units from a stream which have not already been undertaken		
ICAI3110C	Implement system software changes	20
ICPMM321B	Capture a digital image	40
ICAB3018B	Develop macros and templates for clients using standard products	60
ICAB4135B	Create a simple mark up language document to specification	20
ICAB4169B	Use development software and IT tools to build a basic website	20
ICAB4225B	Automate processes	40
ICAD4190B	Maintain information standards	20
ICAD4217B	Create technical documentation	20
ICAI3021B	Connect internal hardware components	20
ICAI4029C	Install network hardware to a network	40
ICAI4030B	Install software to networked computers	40
ICAI4097C	Install and configure a network	40

**Note:** Please refer to page 8 for the key of symbols

Code	Unit of competence title	Nominal hours
ICAS4108B	Complete database back up and recovery	30
ICAS4127B	Support system software	50
ICAS4134C	Provide first level remote help desk support	30
ICAS4191B	Maintain website performance	30
ICAS4201B	Transfer content to a website using commercial packages	20
ICAT4185B	Create a website testing procedure	20
ICAU4207B	Apply web authoring tool to convert client data for websites	20
ICTCC330A	Manage customer relationship	35
<b>Full streams</b>		
<b>Applications</b>		
ICAU3126B†	Use advanced features of computer applications	40
ICAU3028B†	Customise packaged software applications for clients	60
ICAI3110C§	Implement system software changes	20
ICAU3019B	Migrate to new technology	20
<b>Network administration</b>		
ICAI3101B‡#	Install and manage network protocols	40
ICAS3024B‡II#	Provide basic system administration	20
ICAS3032B‡#	Provide network systems administration	20
ICAS3121B	Administer network peripherals	20
ICAS3034BII	Determine and action network problems	30
ICAS3120C#	Configure and administer a network operating system	50
<b>Support</b>		
ICAS3024B#	Provide basic system administration	20
ICAS3115B	Maintain equipment and software in working order	20
ICAI3021B	Connect internal hardware components	20
ICTCC330A	Manage customer relationships	35
ICAU3019B	Migrate to new technology	20
<b>180 hours required in order to achieve a Units 3 and 4 sequence</b>		
<b>Key:</b>		
* The Certificate I unit of competency <i>ICAU1128B Operate a personal computer</i> is a prerequisite for the Certificate II common core units of competency ICAD2012B, ICAU2005B, ICAU2013B, ICAU2231B.		
† ICAU3126B is a prerequisite for ICAU3028B		
‡ ICAI3101B and ICAS3024B are prerequisites for ICAS3032B		
II ICAS3024B and ICAT3025B are prerequisites for ICAS3034B		
§ ICAI3020B is a prerequisite for ICAI3110C		
# ICAI3020B, ICAS3032B, ICAI3101B, ICAS3024B are prerequisites for ICAS3120C		