VCE VET Information, Digital Media and Technology

Program Booklet

Incorporating

ICT20115 Certificate II in Information, Digital Media and Technology (Release 2)

ICT30118 Certificate III in Information, Digital Media and Technology (Release 2)

January 2020

This program was first implemented in January 2017

Modification history

|  |  |  |  |
| --- | --- | --- | --- |
| Version | Status | Release Date | Comments |
| 4.0 | Current | January 2020 | Core unit update, changes to electives and more sample programs for completion options |
| 3.0 | Superseded | January 2019 | Moved to Program Booklet |
| 2.0 | Superseded | January 2016 | Minor updates to UoC titles and removal of a repeated UoC. |
| 1.0 | Superseded | October 2015 | Original Program |

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Introduction

VCE VET programs are vocational training programs approved by the Victorian Curriculum and Assessment Authority (VCAA). VCE VET programs lead to nationally recognised qualifications, thereby offering students the opportunity to gain both the VCE and a nationally portable vocational education and training (VET) certificate. VCE VET programs:

* are fully recognised within the Units 1 to 4 structure of the Victorian Certificate of Education (VCE) and therefore may contribute towards satisfactory completion of the VCE. VCE VET units have equal status with other VCE studies
* may contribute to the satisfactory completion of the Victorian Certificate of Applied Learning (VCAL)
* function within the National Training Framework.

Program development

This iteration of the VCE VET Information, Digital Media and Technology program was implemented in January 2017. It must be used in conjunction with the ICT Information and Communications Technology Training Package (Release 5.0). This revision to the VCE VET Information, Digital Media and Technology program was a consequence of the ICA11 Information and Communications Technology Training Package being superseded by the ICT Information and Communications Technology Training Package in March 2015.

The VCE VET Information, Digital Media and Technology program provides students with the knowledge and skills to enhance their employment prospects in the information and communications technology or related industries.

Program information

This program booklet must be read in conjunction with the *VCE VET Program Guide* and the nationally endorsed ICT Information and Communications Technology Training Package.

Industry overview

Training package[[1]](#footnote-1)

The Information and Communications Technology (ICT) Training Package is critical to Australia’s vocational education and training system. It equips learners with future-ready ICT skills and knowledge to prepare them for a successful ICT career. ICT covers all areas related to processing, manipulating, and managing information. Emerging technologies include artificial intelligence (AI), virtual reality (VR), augmented reality (AR) and the Internet of Things (IoT). Cyber security has become a top threat for business growth across the economy.

In 2018, there were approximately 504,000 workers in the Australian ICT sector. By 2023, this is expected to grow by 13.4 per cent – adding over 67,800 jobs to the economy. As the sector evolves, so too do the ICT skills required by employers to meet the challenges of our transforming economy. Businesses in this sector provide expertise in information technology through writing, modifying and testing software and providing user support for software, hardware and cloud technologies.

The digital media sector includes the design and production of multimedia and games for platforms including PC, console, online and mobile. Along with an increase in Australian consumer spending on games, considerable growth is expected in mobile gaming. New platforms for distribution of games are lowering barriers to entry to the digital media sector and are making the path to market quicker, which is attracting new entrants at a high rate.

Qualifications / packaging rules

ICT20115 Certificate II in Information, Digital Media and Technology

For the award of ICT20115 Certificate II in Information, Digital Media and Technology, students must achieve fourteen units of competency:

* seven core units of competency
* seven elective units of competency which may include:
* up to seven prescribed elective units
* up to three units from elsewhere in the ICT Information and Communications Technology Training Package or any other Training Package or accredited course at Certificate II or III level.

For further information, visit <[training.gov.au/Training/Details/ICT20115](https://training.gov.au/Training/Details/ICT20115)>.

ICT30118 Certificate III in Information, Digital Media and Technology

For the award of ICT30118 Certificate III in Information, Digital Media and Technology, students must achieve seventeen units of competency:

* six core units of competency
* eleven elective units of competency consisting of:
* all units from one of the [specialist elective groups](#AppendixA)
* up to seven units from any of the specialist elective groups or the general electives

For further information, visit <[training.gov.au/Training/Details/ICT30118](https://training.gov.au/Training/Details/ICT30118)>.

VCE VET Program details

Aims

The VCE VET Information, Digital Media and Technology program aims to:

* provide participants with the knowledge, skills, and competency that will enhance their training and employment prospects in the information and communications technology and related industries
* enable participants to gain a recognised qualification and to make an informed choice of vocation or career path.

Program structure

The VCE VET Information, Digital Media and Technology program offers three structures. A Certificate II course, a 2-year Certificate III structure providing only partial completion of the qualification, and examples that complete the qualification over 3 years and focus on various ‘specialisations’.

Structure 1: ICT20115 Certificate II in Information, Digital Media and Technology

Structure 1 comprises 14 units of competency: seven compulsory units and a minimum of seven elective units.

Structure 2: ICT30118 Certificate III in Information, Digital Media and Technology (2 years - partial completion)

Structure 2 comprises a minimum of 11 units of competency: eight compulsory units and a minimum of three elective units.

Structure 3: ICT30118 Certificate III in Information, Digital Media and Technology (Certificate completion)

Structure 3 comprises a minimum of 17 units of competency: nine compulsory units and a minimum of eight elective units.

VCE VET Credit

Structure 1: ICT20115 Certificate II in Information, Digital Media and Technology

Students undertaking VCE VET Information, Digital Media and Technology structure 1 are eligible for:

* up to six VCE VET units of credit at the Units 1 and 2 level.

VCE VET credit will accrue in the following order: Units 1, 2, 1, 2, 1, 2. These units of credit may be accumulated over more than one year.

Structure 2: ICT30118 Certificate III in Information, Digital Media and Technology (2 years – partial completion)

Students undertaking VCE VET Information, Digital Media and Technology structure 2 are eligible for:

* up to four VCE VET units of credit, two at the Units 1 and 2 level and a scored Units 3 and 4 sequence. Unit 1 and 2 credits may be accumulated over more than one year but all the units in the scored Units 3 and 4 sequence must be undertaken in the one year.

Structure 3: ICT30118 Certificate III in Information, Digital Media and Technology (3 years)

Students undertaking VCE VET Information, Digital Media and Technology structure 3 are eligible for:

* up to six VCE VET units of credit, two at Units 1 and 2 level, one scored Units 3 and 4 sequence and one non-scored Units 3 and 4 sequence.

Unit 1 and 2 credits and units for the non-scored Units 3 and 4 sequence may be accumulated over more than one year. All the units in the scored Units 3 and 4 sequence must be undertaken in the one year.

Scored assessment

Scored assessment is available for the VCE VET Information, Digital Media and Technology program. To gain a study score a student must:

* be competent in the prescribed training
* complete all scored VCE VET assessments and complete an end of year exam.

Nominal hour duration

Nominal hours represent the supervised structured learning and assessment activity required to sufficiently address the content of each unit of competency.

Nominal hours are used to determine credit into the VCE or VCAL for VET units of competency.

Duplication

When a VCE VET program significantly duplicates other VCE studies or VET training in a student’s program, a reduced VCE VET unit entitlement may apply. Credit towards the VCAL may also be reduced due to duplication.

No significant duplication has been identified between the VCE VET Information, Digital Media and Technology program and other VCE studies.

Credit for a unit of competency will only be counted once towards the VCE or VCAL.

Dual Enrolments

Where students undertake multiple qualifications within the VCE VET Information, Digital Media and Technology program, care must be taken to ensure students enroll in all the units of competency only once. Credit for a unit of competency can only be counted once towards VCE or VCAL.

Sequence

Certain units of competency will complement each other, lending to coordinated delivery that minimizes content overlap. Units of competency have guidelines relating to different situations and delivery contexts. A range of delivery sequences are possible.

The intention of VCE VET programs is to provide students with a qualification that meets industry expectations. The strong advice and assumption of industry bodies is that the quality of the qualification is compromised when foundation training is neglected.

The sequencing of units of competency is determined by the registered training organisation, teacher or trainer; however, it is anticipated that a number of the core units of competency will be undertaken in the first year of the program.

Schools are advised that the Unit 3 and 4 sequences are not designed as stand-alone studies.

All the units for the VCE VET scored Units 3 and 4 sequence must be delivered and assessed in the same enrolment year to be eligible for a study score. Students may undertake both the scored VCE VET Units 3 and 4 sequence and where available, additional units of competency from the non-scored Units 3 and 4 elective bank in order to achieve an additional non-scored VCE VET Units 3 and 4 sequence. Units at the Units 1 and 2 level and for the non-scored Units 3 and 4 sequence can be undertaken over more than one year.

Students are permitted to do a non-scored Units 3 and 4 sequence without doing the scored version however the compulsory units from the scored Units 3 and 4 sequence (see page 8) cannot be used in a non-scored Units 3 and 4 sequence.

VCE VET Information, Digital Media and Technology program structure

Structure 1

ICT20115 Certificate II in Information, Digital Media and Technology

|  |  |  |
| --- | --- | --- |
| Code | Unit Title | Nominal  Hours |
| **Units 1 and 2** | | |
| **Compulsory units:** | | |
| BSBWHS201\*†‡ | Contribute to health and safety of self and others | 20 |
| BSBSUS201 | Participate in environmentally sustainable work practices | 20 |
| ICTICT201\*†‡ | Use computer operating systems and hardware | 60 |
| ICTICT202 | Work and communicate effectively in an ICT environment | 40 |
| ICTICT203†‡ | Operate application software packages | 60 |
| ICTICT204 | Operate a digital media technology package | 40 |
| ICTWEB201‡ | Use social media tools for collaboration and engagement | 20 |
| **Subtotal**: | | **260** |
| **Electives:** Select a **minimum of seven** elective units to a **minimum of 95 hours**. A maximum of **three** FSK units can be included in the selection. | | |
| CUACAM201 | Assist with a basic camera shoot | 30 |
| CUADIG201 | Maintain interactive content | 30 |
| CUADIG303 | Produce and prepare photo images | 20 |
| CUAPOS201 | Perform basic vision and sound editing | 40 |
| CUASOU202 | Perform basic sound editing | 30 |
| FSKLRG009 | Use strategies to respond to routine workplace problems | 15 |
| FSKNUM014 | Calculate with whole numbers and familiar fractions, decimals and percentages for work | 15 |
| FSKRDG010 | Read and respond to routine workplace information | 15 |
| FSKWTG009 | Write routine workplace texts | 15 |
| ICPDMT321 | Capture a digital image | 40 |
| ICTICT205 | Design basic organisational documents using computing packages | 40 |
| ICTICT206 | Install software applications | 20 |
| ICTICT207 | Integrate commercial computing packages | 60 |
| ICTICT208 | Operate accounting applications | 40 |
| ICTICT209 | Interact with ICT clients | 20 |
| ICTICT210† | Operate database applications | 40 |
| ICTICT211 | Identify and use basic current industry-specific technologies | 40 |
| ICTICT212 | Incorporate indigenous needs and perspectives into ICT environment | 20 |
| ICTSAS201\* | Maintain inventories for equipment, software and documentation | 10 |
| ICTSAS202 | Apply problem solving techniques to routine ICT malfunctions | 20 |
| ICTSAS203 | Connect hardware peripherals | 20 |
| ICTSAS204 | Record client support requirements | 10 |
| ICTSAS205\* | Maintain ICT system integrity | 20 |
| ICTSAS206\* | Detect and protect from spam and destructive software | 10 |
| ICTSAS207\* | Protect and secure information assets | 20 |
| ICTSAS208\* | Maintain ICT equipment and consumables | 20 |
| ICTSAS209\* | Connect and use a home-based local wireless network | 30 |
| **Total**: | | **355-560** |

Notes

**Training Package Skill Set**

\* ICTSS00033 Basic Computer Hardware and Systems Trouble Shooting

† ICTSS00044 Computer and Applications Fundamentals

‡ ICTSS00045 Computing Fundamentals

Structure 2:

ICT30118 Certificate III in Information, Digital Media and Technology (2 Years, partial completion)

**Year 1**

|  |  |  |  |
| --- | --- | --- | --- |
| Code | Specialist Group | Unit of competency | Nominal hours |
| **Units 1 and 2** | | | |
| **Compulsory units:** | | | |
| BSBWHS304 |  | Participate effectively in WHS communication and consultation processes | 30 |
| ICTICT202 |  | Work and communicate effectively in an ICT environment | 40 |
| ICTSAS308# |  | Run standard diagnostic tests | 40 |
|  | | **Subtotal:** | **110** |
| **Electives:** Choose a minimum of **70 nominal hours** from the following electives: | | | |
| ICTICT203 | A1 | Operate application software packages | 60 |
| ICTNWK305 | B4 | Install and manage network protocols | 40 |
| ICTSAS303 | C2 | Care for computer hardware | 20 |
| ICTSAS304 | C3 | Provide basic system administration | 20 |
| ICTWEB201 | D2 | Use social media tools for collaboration and engagement | 20 |
| ICTWEB303 | D4 | Produce digital images for the web | 30 |
| ICTGAM301 | E3 | Apply simple modelling techniques | 50 |
| **Minimum Subtotal:** | | | **70** |
| **Total:** | | | **180** |

**Year 2**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Code | Specialist Group | | | Unit of competency | Nominal hours |
| **Units 3 and 4 (Scored assessment available)** | | | | | |
| **Compulsory:** | | | | | |
| ICTICT301 |  | Create user documentation | | | 20 |
| ICTICT302# |  | Install and optimise operating system software | | | 20 |
| ICTSAS305# | C4 | Provide ICT advice to clients | | | 40 |
| ICTSAS306# | C5 | Maintain equipment and software | | | 20 |
| ICTSAS307# | B5 | Install, configure and secure a small office or home office network | | | 50 |
| **Subtotal:** | | | | | **150** |
| **Electives:** | | | | | |
| Choose a **minimum of 40** hours from the Scored Units 3 and 4 elective bank below: | | | | | |
| **Scored Units 3 and 4 Elective Bank** | | | | | |
| BSBEBU401 | D1 | | Review and maintain a website | | 50 |
| BSBSUS401 |  | | Implement and monitor environmentally sustainable work practices | | 40 |
| CUAANM301 | E1 | | Create 2D digital animations | | 35 |
| CUAANM302 | E2 | | Create 3D digital animations | | 75 |
| ICPDMT346 |  | | Incorporate video into multimedia presentations | | 40 |
| ICTGAM302 | E4 | | Design and apply simple textures to digital art | | 50 |
| ICTGAM303 | E5 | | Review and apply the principles of animation | | 60 |
| ICTICT303# | C1 | | Connect internal hardware components | | 20 |
| ICTICT304 | A2 | | Implement system software changes | | 40 |
| ICTICT305 |  | | Identify and use current industry-specific technologies | | 60 |
| ICTICT306 |  | | Migrate to new technology | | 20 |
| ICTICT307 | A3 | | Customise packaged software applications for clients | | 80 |
| ICTICT308 | A4 | | Use advanced features of computer applications | | 40 |
| ICTICT409 | A5 | | Develop macros and templates for clients using standard products | | 60 |
| ICTNWK301 | B1 | | Provide network systems administration | | 60 |
| ICTNWK302 | B2 | | Determine and action network problems | | 50 |
| ICTNWK303 |  | | Configure and administer a network operating system | | 70 |
| ICTNWK304 | B3 | | Administer network peripherals | | 20 |
| ICTNWK305 | B4 | | Install and manage network protocols | | 40 |
| ICTNWK306 |  | | Evaluate characteristics of cloud computing solutions and services | | 40 |
| ICTNWK419 |  | | Identify and use current virtualisation technologies | | 40 |
| ICTPRG301 |  | | Apply introductory programming techniques | | 40 |
| ICTWEB302 | D3 | | Build simple websites using commercial programs | | 40 |
| ICTWEB429 |  | | Create a markup language document to specification | | 20 |
| **Minimum total:** | | | | | **190** |
| **Total:** | | | | | **370** |

Notes

**Training Package Skill Set**

# ICTSS00048 Hardware Technician

Structure 3: (See [Appendix A](#AppendixA))

ICT30118 Certificate III in Information, Digital Media and Technology (Certificate completion)

This structure is based on the completion of Structure 2 plus units from the Non-Scored Units 3 and 4 elective bank.

In order to be awarded the Certificate III in Information, Digital Media and Technology; students need to complete 17 units comprised of 6 core units plus 11 electives including all units from one specialist elective group. See [Appendix B](#AppendixB) for the specialist elective groups.

Students are required to undertake at least 190 hours of training for the scored Units 3 and 4 sequence and at least a further 180 hours of training in order to qualify for an additional Units 3 and 4 sequence.

These additional units may be selected from the following elective bank.

Non-scored Units 3 and 4 Elective Bank

(N.B. On VASS, units in the Non-scored stream that are also available in the Units 1-2 and/or the scored 3-4 stream have “-1” added to the end of the code).

| Code | Specialist Group | Unit of competency | Nominal  hours |
| --- | --- | --- | --- |
| BSBEBU401 | D1 | Review and maintain a website | 50 |
| BSBSUS401 |  | Implement and monitor environmentally sustainable work practices | 40 |
| CUAANM301 | E1 | Create 2D digital animations | 35 |
| CUAANM302 | E2 | Create 3D digital animations | 75 |
| CUAANM402 |  | Create digital visual effects | 70 |
| CUAPPM407 |  | Create storyboards | 40 |
| ICPDMT346 |  | Incorporate video into multimedia presentations | 40 |
| ICPPTD302 |  | Set up and produce 3D prints | 80 |
| ICTDMT402 |  | Produce interactive animation | 60 |
| ICTDMT403 |  | Produce and edit digital images | 40 |
| ICTGAM301 | E3 | Apply simple modelling techniques | 50 |
| ICTGAM302 | E4 | Design and apply simple textures to digital art | 50 |
| ICTGAM303 | E5 | Review and apply the principles of animation | 60 |
| ICTGAM402 |  | Identify and apply principles of games design and game playing | 40 |
| ICTGAM403 |  | Create design documents for interactive games | 30 |
| ICTGAM406 |  | Create visual design components for interactive games | 40 |
| ICTGAM409 |  | Create 3-D characters for interactive games | 40 |
| ICTGAM410 |  | Develop 3-D components for interactive games | 50 |
| ICTGAM412 |  | Design interactive media | 40 |
| ICTGAM414 |  | Create audio for digital games | 40 |
| ICTGAM416 |  | Prepare and complete image rendering processes | 60 |
| ICTGAM417 |  | Apply digital effects to interactive products | 50 |
| ICTICT203 | A1 | Operate application software packages | 60 |
| ICTICT303 | C1 | Connect internal hardware components | 20 |
| ICTICT304 | A2 | Implement system software changes | 40 |
| ICTICT305 |  | Identify and use current industry-specific technologies | 60 |
| ICTICT306 |  | Migrate to new technology | 20 |
| ICTICT307 | A3 | Customise packaged software applications for clients | 80 |
| ICTICT308 | A4 | Use advanced features of computer applications | 40 |
| ICTICT406 |  | Build a graphical user interface | 20 |
| ICTICT409 | A5 | Develop macros and templates for clients using standard products | 60 |
| ICTICT420 |  | Develop client user interface | 40 |
| ICTNWK301 | B1 | Provide network systems administration | 60 |
| ICTNWK302 | B2 | Determine and action network problems | 50 |
| ICTNWK303 |  | Configure and administer a network operating system | 70 |
| ICTNWK304 | B3 | Administer network peripherals | 20 |
| ICTNWK305 | B4 | Install and manage network protocols | 40 |
| ICTNWK306 |  | Evaluate characteristics of cloud computing solutions and services | 40 |
| ICTNWK419 |  | Identify and use current virtualisation technologies | 40 |
| ICTPRG301 |  | Apply introductory programming techniques | 40 |
| ICTPRG401 |  | Maintain open-source code programs | 20 |
| ICTPRG407 |  | Write script for software applications | 40 |
| ICTSAS303 | C2 | Care for computer hardware | 20 |
| ICTSAS304 | C3 | Provide basic system administration | 20 |
| ICTWEB201 | D2 | Use social media tools for collaboration and engagement | 20 |
| ICTWEB302 | D3 | Build simple websites using commercial programs | 40 |
| ICTWEB303 | D4 | Produce digital images for the web | 30 |
| ICTWEB429 |  | Create a markup language document to specification | 20 |
| VU21993 |  | Secure a networked PC | 60 |
| VU21994 |  | Perform basic cyber security data analysis | 20 |

Study Score

A study score is available for the VCE VET Information, Digital Media and Technology program.

The VCE VET Information, Digital Media and Technology program offers a scored program option. To be eligible for a study score students must:

* satisfactorily complete all the units of competency required in the scored Units 3 and 4 sequence
* be assessed in accordance with the tools and procedures specified in the *VCE VET Assessment Guide* and program specific assessment plan templates published annually on the VCAA website
* undertake an examination in the end-of-year examination period, based on the underpinning knowledge and skills in the compulsory units of competency in the Units 3 and 4 sequence, and in accordance with the current examination specifications.

The units from the scored Units 3 and 4 sequence of the VCE VET Information, Digital Media and Technology program must be delivered and assessed in a single enrolment year.

The study score for the VCE VET Information, Digital Media and Technology program is based on evidence from two sources: coursework tasks and an examination. The assessment of three VCE VET coursework tasks does not replace the qualification assessments. Both tend to be complementary and may be integrated. Tasks may be designed with both assessment purposes in mind.

For further information on scored assessment refer to the *VCE VET Assessment Guide*, which contains information relating to study scores for VCE VET programs. It includes an overview of study score assessment, advice regarding the development of coursework tasks, and integration of study scores with competency assessment.

The assessment guide also contains generic templates, scoring criteria and other coursework assessment records:   
<[www.vcaa.vic.edu.au/Documents/vet/scoredassess/vcevet-genericassessmentguide.pdf](http://www.vcaa.vic.edu.au/Documents/vet/scoredassess/vcevet-genericassessmentguide.pdf)>.

Advice relating to the VCE VET Information, Digital Media and Technology program is published on the VCAA website and updated annually:<<https://www.vcaa.vic.edu.au/curriculum/vet/vce-vet-programs/Pages/idmt.aspx>>

ATAR Contribution

The VCE VET Information, Digital Media and Technology program offers both a scored and a non-scored units 3 and 4 sequence. The scored units 3 and 4 sequence can be used as one of the students’ best four subjects (the primary four). A student who achieves a units 3 and 4 sequence from the non scored elective bank may be eligible for an increment.

Where a student undertakes the scored program and elects not to receive a study score, no contribution to the ATAR will be available.

The increment is awarded by the Victorian Tertiary Admissions Centre (VTAC). Further information can be found on the VTAC website:

* Study rules: <[www.vtac.edu.au/results-offers/atar-explained/study-rules](http://www.vtac.edu.au/results-offers/atar-explained/study-rules.html)>
* Study groupings: <[www.vtac.edu.au/results-offers/atar-explained/study-groupings](http://www.vtac.edu.au/results-offers/atar-explained/study-groupings.html)>.

Increments for VCE VET programs will be calculated using 10% of the fourth study score of the primary four.

Structured workplace learning

The VCAA has determined that structured workplace learning (SWL) is an appropriate and valuable component of all VCE VET programs. SWL involves on-the-job training in which students are required to master a designated set of skills and competencies related to VCE VET programs.

SWL complements the training undertaken at the school/RTO. It provides the context for:

* enhancement of skills development
* practical application of industry knowledge
* assessment of units of competency, as determined by the RTO
* increased employment opportunities.

The VCAA strongly recommends that students undertake a minimum of 80 hours SWL for the VCE VET Information, Digital Media and Technology program. SWL should be spread across the duration of the training program.

Further details regarding SWL, the SWL Portal and the Department of Education and Training SWL Manual is available on online: [<www.education.vic.gov.au/school/teachers/teachingresources/careers/work/Pages/structuredlearning.aspx](http://www.education.vic.gov.au/school/teachers/teachingresources/careers/work/Pages/structuredlearning.aspx)>.

The SWL Manual outlines roles and responsibilities of the student, parent, employer and principal; procedures and guidelines for placing students in the workplace; and relevant policy and legislation. The manual also has a link to Ministerial Order 55 and the SWL Arrangement form.

SWL Recognition

Structured workplace learning recognition (SWL R) involves the development and maintenance of the workplace learning record (WLR) by the student. The work placement must be in an industry area aligned to the VET certificate drawn from the VCE VET Information, Digital Media and Technology Program. The completion of the WLR is a requirement for recognition by the VCAA for VCE and VCAL credit.

The VCE VET Information, Digital Media and Technology program offers SWLR. Further details are available at: <[www.vcaa.vic.edu.au/curriculum/vet/swl-vet/Pages/SWL-recognition.aspx](http://www.vcaa.vic.edu.au/curriculum/vet/swl-vet/Pages/SWL-recognition.aspx)>.

Work health and safety

Schools/RTOs must ensure that Work Health and Safety (WHS) issues are fully addressed in the training program.

The principal is responsible for ensuring the school meets its responsibilities for students in SWL arrangements.

Where the student will be employed under an SWL arrangement, the principal must be satisfied that the student is undertaking training in the WHS unit of competency before the arrangement can be entered into.

Students must be informed of the significance of work-related hazards. They must understand the need for, and the nature of, workplace risk controls such as safe working procedures and the use of personal protective clothing and equipment.

Schools must also be satisfied, through their review of the acknowledgment provided by employers on the SWL Arrangement form, that the workplace in question and the activities proposed will not expose a student to risk during their structured work placement.

Employers must view their duty of care towards students as essentially no different from that owed to their employees. They must understand that students cannot be expected to possess the judgment or maturity to undertake any task that presents potential risk. This means that no student may be exposed at any time to dangerous plant machinery, equipment, substances, work environments or work practices.

On the first morning of their placement, students should be introduced to their supervisor and provided with a formal induction to the workplace. This will include first aid, emergency and incident reporting arrangements.

The student should be given an orientation tour of the workplace and any excluded areas or activities should be pointed out. Students should be instructed to report without delay anything they feel may be unsafe. They should be encouraged to ask for help or further instruction if they are not sure of the correct way to carry out any task.

Close supervision of students undertaking SWL is essential. Supervisors nominated by the employer must understand all requirements for safely managing the student’s activities. Supervisors must understand that a student may not fully grasp information or instructions the first time they are told. They should encourage students to ask for help if they have forgotten or if they experience difficulty in putting information into practice.

The WorkSafe Victoria website makes available useful resources: [<www.worksafe.vic.gov.au](http://www.worksafe.vic.gov.au)>.

Additional information

For updates or information relating to this program refer to:

* the VCE VET Information, Digital Media and Technology program web page: <<https://www.vcaa.vic.edu.au/curriculum/vet/vce-vet-programs/Pages/idmt.aspx>>
* the VCAA Bulletin: <[www.vcaa.vic.edu.au/news-and-events/bulletins-and-updates/bulletin/Pages/index.aspx](https://www.vcaa.vic.edu.au/news-and-events/bulletins-and-updates/bulletin/Pages/index.aspx)>.

Pathways

Students who undertake the VCE VET Information, Digital Media and Technology program may be eligible to continue with further study at a tertiary level in Certificate IV, Diploma, Advanced Diploma or degree level qualifications in areas such as:

* Telecommunications
* Information and Communication Technology (ICT) and
* Computer Systems Technology.

Students may be eligible to continue into employment or an apprenticeship or traineeship in an ICT or related industry.

Appendix A – Sample Programs

[Appendix A](#AppendixA) contains 6 sample structures that satisfy the requirements for award of the Certificate III in Information, Digital Media and Technology; and provide a Units 3 and 4 sequence where scored assessment is available and an additional non-scored Units 3 and 4 sequence.

* [Sample 1](#Sample1) – Information and Communications Technology (ICT) Focus.
* [Sample 2](#Sample2) – Games Creation (Multimedia) Focus.
* [Sample 3](#Sample3) – Programming Focus.
* [Sample 4](#Sample4) – User Experience/User Interface (UX/UI) Design Focus.
* [Sample 5](#Sample5) – 3D Printing Focus.
* [Sample 6](#Sample6) – Cyber Security Focus.

Sample 1: Information and Communications Technology Focus

**Year 1 ICT Focus**

|  |  |  |  |
| --- | --- | --- | --- |
| Code | Specialist  Group | Unit of competency | Nominal  hours |
| **Units 1 and 2** | | | |
| BSBWHS304 |  | Participate effectively in WHS communication and consultation processes | 30 |
| ICTICT202 |  | Work and communicate effectively in an ICT environment | 40 |
| ICTSAS308# |  | Run standard diagnostic tests | 40 |
| ICTNWK305 | B4 | Install and manage network protocols | 40 |
| ICTSAS303 | C2 | Care for computer hardware | 20 |
| ICTSAS304 | C3 | Provide basic system administration | 20 |
| **Total:** | | | **190** |

**Year 2 ICT Focus**

|  |  |  |  |
| --- | --- | --- | --- |
| Code | Specialist  Group | Unit of competency | Nominal  hours |
| **Units 3 and 4 (Scored assessment available)** | | | |
| ICTICT301 |  | Create user documentation | 20 |
| ICTICT302# |  | Install and optimise operating system software | 20 |
| ICTSAS305# | C4 | Provide ICT advice to clients | 40 |
| ICTSAS306# | C5 | Maintain equipment and software | 20 |
| ICTSAS307# | B5 | Install, configure and secure a small office or home office network | 50 |
| BSBSUS401 |  | Implement and monitor environmentally sustainable work practices | 40 |
| **Total:** | | | **190** |

**Year 3 ICT Focus**

|  |  |  |  |
| --- | --- | --- | --- |
| Code | Specialist  Group | Unit of competency | Nominal  hours |
| **Non-scored Units 3 and 4** | | | |
| ICTICT303# | C1 | Connect internal hardware components | 20 |
| ICTNWK301 | B1 | Provide network systems administration | 60 |
| ICTNWK302 | B2 | Determine and action network problems | 50 |
| ICTNWK304 | B3 | Administer network peripherals | 20 |
| ICTNWK306 |  | Evaluate characteristics of cloud computing solutions and services | 40 |
| **Total:** | | | **190** |

Notes

**Training Package Skill Set**

# ICTSS00048 Hardware Technician

Sample 2: Games Creation (Multimedia) Focus

**Year 1 Games Focus**

|  |  |  |  |
| --- | --- | --- | --- |
| Code | Specialist  Group | Unit of competency | Nominal  hours |
| **Units 1 and 2** | | | | |
| BSBWHS304 |  | Participate effectively in WHS communication and consultation processes | 30 | |
| ICTICT202 |  | Work and communicate effectively in an ICT environment | 40 | |
| ICTSAS308# |  | Run standard diagnostic tests | 40 | |
| ICTWEB201 | D2 | Use social media tools for collaboration and engagement | 20 | |
| ICTWEB303 | D4 | Produce digital images for the web | 30 | |
| ICTGAM301 | E3 | Apply simple modelling techniques | 50 | |
| **Total:** | | | **210** | |

**Year 2 Games Focus**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Code | Specialist  Group | | Unit of competency | Nominal  hours |
| **Units 3 and 4 (Scored assessment available)** | | | | |
| ICTICT301 | |  | Create user documentation | 20 |
| ICTICT302# | |  | Install and optimise operating system software | 20 |
| ICTSAS305# | | C4 | Provide ICT advice to clients | 40 |
| ICTSAS306# | | C5 | Maintain equipment and software | 20 |
| ICTSAS307# | | B5 | Install, configure and secure a small office or home office network | 50 |
| ICTGAM302 | | E4 | Design and apply simple textures to digital art | 50 |
| **Total:** | | | | **200** |

**Year 3 Games Focus**

|  |  |  |  |
| --- | --- | --- | --- |
| Code | Specialist  Group | Unit of competency | Nominal  hours |
| **Non-scored Units 3 and 4** | | | |
| BSBSUS401 |  | Implement and monitor environmentally sustainable work practices | 40 |
| CUAANM301 | E1 | Create 2D digital animations | 35 |
| CUAANM302 | E2 | Create 3D digital animations | 75 |
| ICTGAM303 | E5 | Review and apply the principles of animation | 60 |
| ICTICT406 |  | Build a graphical user interface | 20 |
| **Total:** | | | **230** |

Notes

**Partial Training Package Skill Set**

# ICTSS00048 Hardware Technician

Sample 3: Programming Focus

**Year 1 Programming Focus**

|  |  |  |  |
| --- | --- | --- | --- |
| Code | Specialist  Group | Unit of competency | Nominal  hours |
| **Units 1 and 2** | | | |
| BSBWHS304 |  | Participate effectively in WHS communication and consultation processes | 30 |
| ICTICT202 |  | Work and communicate effectively in an ICT environment | 40 |
| ICTSAS308# |  | Run standard diagnostic tests | 40 |
| ICTICT203 | A1 | Operate application software packages | 60 |
| ICTPRG407 |  | Write script for software applications | 40 |
| **Total:** | | | **210** |

**Year 2 Programming Focus**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Code | Specialist  Group | | Unit of competency | Nominal  hours |
| **Units 3 and 4 (Scored assessment available)** | | | | |
| ICTICT301 | |  | Create user documentation | 20 |
| ICTICT302# | |  | Install and optimise operating system software | 20 |
| ICTSAS305# | | C4 | Provide ICT advice to clients | 40 |
| ICTSAS306# | | C5 | Maintain equipment and software | 20 |
| ICTSAS307# | | B5 | Install, configure and secure a small office or home office network | 50 |
| ICTPRG301 | |  | Apply introductory programming techniques | 40 |
| **Total:** | | | | **190** |

**Year 3 Programming Focus**

|  |  |  |  |
| --- | --- | --- | --- |
| Code | Specialist  Group | Unit of competency | Nominal  hours |
| **Non-scored Units 3 and 4** | | | |
| BSBSUS401 |  | Implement and monitor environmentally sustainable work practices | 40 |
| ICTICT304 | A2 | Implement system software changes | 40 |
| ICTICT307 | A3 | Customise packaged software applications for clients | 80 |
| ICTICT308 | A4 | Use advanced features of computer applications | 40 |
| ICTICT409 | A5 | Develop macros and templates for clients using standard products | 60 |
| ICTPRG401 |  | Maintain open-source code programs | 20 |
| **Total:** | | | **280** |

Notes

**Partial Training Package Skill Set**

# ICTSS00048 Hardware Technician

Sample 4: User Experience/User Interface (UX/UI) Design Focus

**Year 1 UX/UI Design Focus**

|  |  |  |  |
| --- | --- | --- | --- |
| Code | Specialist  Group | Unit of competency | Nominal  hours |
| **Units 1 and 2** | | | |
| BSBWHS304 |  | Participate effectively in WHS communication and consultation processes | 30 |
| ICTICT202 |  | Work and communicate effectively in an ICT environment | 40 |
| ICTSAS308# |  | Run standard diagnostic tests | 40 |
| ICTICT203 | A1 | Operate application software packages | 60 |
| ICTWEB201 | D2 | Use social media tools for collaboration and engagement | 20 |
| ICTWEB303 | D4 | Produce digital images for the web | 30 |
| **Total:** | | | **220** |

**Year 2 UX/UI Design Focus**

|  |  |  |  |
| --- | --- | --- | --- |
| Code | Specialist  Group | Unit of competency | Nominal  hours |
| **Units 3 and 4 (Scored assessment available)** | | | |
| ICTICT301 |  | Create user documentation | 20 |
| ICTICT302# |  | Install and optimise operating system software | 20 |
| ICTSAS305# | C4 | Provide ICT advice to clients | 40 |
| ICTSAS306# | C5 | Maintain equipment and software | 20 |
| ICTSAS307# | B5 | Install, configure and secure a small office or home office network | 50 |
| ICTWEB302 | D3 | Build simple websites using commercial programs | 40 |
| **Total:** | | | **190** |

**Year 3 UX/UI Design Focus**

|  |  |  |  |
| --- | --- | --- | --- |
| Code | Specialist  Group | Unit of competency | Nominal  hours |
| **Non-scored Units 3 and 4** | | | | |
| BSBSUS401 |  | Implement and monitor environmentally sustainable work practices | 40 |
| BSBEBU401 | D1 | Review and maintain a website | 50 |
| ICPDMT346 |  | Incorporate video into multimedia presentations | 40 |
| ICTICT420 |  | Develop client user interface | 40 |
| ICTWEB429 |  | Create a markup language document to specification | 20 |
| **Total:** | | | **190** |

Notes

**Partial Training Package Skill Set**

# ICTSS00048 Hardware Technician

Sample 5: 3D Printing Focus

**Year 1 3D Printing Focus**

|  |  |  |  |
| --- | --- | --- | --- |
| Code | Specialist  Group | Unit of competency | Nominal  hours |
| **Units 1 and 2** | | | |
| BSBWHS304 |  | Participate effectively in WHS communication and consultation processes | 30 |
| ICTICT202 |  | Work and communicate effectively in an ICT environment | 40 |
| ICTSAS308# |  | Run standard diagnostic tests | 40 |
| ICTICT203 | A1 | Operate application software packages | 60 |
| ICTSAS303 | C2 | Care for computer hardware | 20 |
| ICTSAS304 | C3 | Provide basic system administration | 20 |
| **Total:** | | | **210** |

**Year 2 3D Printing Focus**

|  |  |  |  |
| --- | --- | --- | --- |
| Code | Specialist  Group | Unit of competency | Nominal  hours |
| **Scored Units 3 and 4** | | | |
| ICTICT301 |  | Create user documentation | 20 |
| ICTICT302# |  | Install and optimise operating system software | 20 |
| ICTSAS305# | C4 | Provide ICT advice to clients | 40 |
| ICTSAS306# | C5 | Maintain equipment and software | 20 |
| ICTSAS307# | B5 | Install, configure and secure a small office or home office network | 50 |
| BSBSUS401 |  | Implement and monitor environmentally sustainable work practices | 40 |
| **Total:** | | | **190** |

**Year 3 3D Printing Focus**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Code | Specialist  Group | | Unit of competency | Nominal  hours |
| **Non-scored Units 3 and 4** | | | | | |
| ICTICT303# | | C1 | Connect internal hardware components | 20 |
| ICPPTD302 | |  | Set up and produce 3D prints | 80 |
| ICTICT305 | |  | Identify and use current industry-specific technologies | 60 |
| ICTICT306 | |  | Migrate to new technology | 20 |
| ICTICT308 | | A4 | Use advanced features of computer applications | 40 |
| **Total:** | | | | **220** |

Notes

**Training Package Skill Set**

# ICTSS00048 Hardware Technician

Sample 6: Cyber Security Focus

**Year 1 Cyber Security Focus**

|  |  |  |  |
| --- | --- | --- | --- |
| Code | Specialist  Group | Unit of competency | Nominal  hours |
| **Units 1 and 2** | | | |
| BSBWHS304 |  | Participate effectively in WHS communication and consultation processes | 30 |
| ICTICT202 |  | Work and communicate effectively in an ICT environment | 40 |
| ICTSAS308# |  | Run standard diagnostic tests | 40 |
| ICTNWK302 | B2 | Determine and action network problems | 50 |
| ICTNWK305 | B4 | Install and manage network protocols | 40 |
| **Total:** | | | **200** |

**Year 2 Cyber Security Focus**

|  |  |  |  |
| --- | --- | --- | --- |
| Code | Specialist  Group | Unit of competency | Nominal  hours |
| **Scored Units 3 and 4** | | | |
| ICTICT301 |  | Create user documentation | 20 |
| ICTICT302# |  | Install and optimise operating system software | 20 |
| ICTSAS305# | C4 | Provide ICT advice to clients | 40 |
| ICTSAS306# | C5 | Maintain equipment and software | 20 |
| ICTSAS307# | B5 | Install, configure and secure a small office or home office network | 50 |
| BSBSUS401 |  | Implement and monitor environmentally sustainable work practices | 40 |
| **Total:** | | | **190** |

**Year 3 Cyber Security Focus**

|  |  |  |  |
| --- | --- | --- | --- |
| Code | Specialist  Group | Unit of competency | Nominal  hours |
| **Unscored Units 3 and 4** | | | |
| ICTNWK301 | B1 | Provide network systems administration | 60 |
| ICTNWK304 | B3 | Administer network peripherals | 20 |
| ICTICT304 | A2 | Implement system software changes | 40 |
| ICTICT303# | C1 | Connect internal hardware components | 20 |
| VU21993 |  | Secure a networked PC | 60 |
| VU21994 |  | Perform basic cyber security data analysis | 20 |
| **Total:** | | | **220** |

Notes

**Training Package Skill Set**

# ICTSS00048 Hardware Technician

Appendix B - Specialist elective units

(It is a requirement of the Certificate that you complete all units in at least one of these groups)

|  |  |  |
| --- | --- | --- |
| **Group A Applications** | | **Nominal Hours** |
| 1 | ICTICT203 Operate application software packages | 60 |
| 2 | ICTICT304 Implement system software changes | 40 |
| 3 | ICTICT307 Customise packaged software applications for clients | 80 |
| 4 | ICTICT308 Use advanced features of computer applications | 40 |
| 5 | ICTICT409 Develop macros and templates for clients using standard products | 60 |
| **Group B Network administration** | | |
| 1 | ICTNWK301 Provide network systems administration | 60 |
| 2 | ICTNWK302 Determine and action network problems | 50 |
| 3 | ICTNWK304 Administer network peripherals | 20 |
| 4 | ICTNWK305 Install and manage network protocols | 40 |
| 5 | ICTSAS307 Install, configure and secure a small office or home office network | 50 |
| **Group C Support** | | |
| 1 | ICTICT303 Connect internal hardware components | 20 |
| 2 | ICTSAS303 Care for computer hardware | 20 |
| 3 | ICTSAS304 Provide basic system administration | 20 |
| 4 | ICTSAS305 Provide ICT advice to clients | 40 |
| 5 | ICTSAS306 Maintain equipment and software | 20 |
| **Group D Web technologies** | | |
| 1 | BSBEBU401 Review and maintain a website | 50 |
| 2 | ICTWEB201 Use social media tools for collaboration and engagement | 20 |
| 3 | ICTWEB302 Build simple websites using commercial programs | 40 |
| 4 | ICTWEB303 Produce digital images for the web | 30 |
| **Group E Multimedia** | | |
| 1 | CUAANM301 Create 2D digital animations | 35 |
| 2 | CUAANM302 Create 3D digital animations | 75 |
| 3 | ICTGAM301 Apply simple modelling techniques | 50 |
| 4 | ICTGAM302 Design and apply simple textures to digital art | 50 |
| 5 | ICTGAM303 Review and apply the principles of animation | 60 |

1. This information is drawn from *Industry Skills Forecast and Proposed Schedule of Work 2019*, PWC Skills for Australia, <https://s3-ap-southeast-2.amazonaws.com/pwcau.prod.s4aprod.assets/wp-content/uploads/20190621114920/ICT-ISF-3-May-FINAL-SIGNED.pdf>. [↑](#footnote-ref-1)