

ICT30120 Certificate III in Information Technology

300 in class Hours

Total number of units = 12

6 core units plus

6 elective units, of which:

- at least 4 units must be selected from the elective units listed below
- up to 2 units may be selected from the remaining listed elective units or from this or any other currently endorsed training package qualification or accredited course at Australian Qualifications Framework (AQF) Level 2, 3 or 4.

Elective units must be relevant to the work environment and the qualification, maintain the overall integrity of the AQF alignment, not duplicate the outcome of another unit chosen for the qualification, and contribute to a valid industry-supported vocational outcome.

6 core units *plus* 6 elective units

Term 1 - 3 x Units Finalised (14pts) Term 2 - 2 x Units Finalised (9 pts) Term 3 – 7 x Units Finalised (32pts)

6 x Core:

BSBCRT301 Develop and extend critical and creative thinking skills

BSBXCS303 Securely manage personally identifiable information and workplace information

BSBXTW301 Work in a team

ICTICT313 Identify IP, ethics and privacy policies in ICT environments

ICTPRG302 Apply introductory programming techniques

ICTSAS305 Provide ICT advice to clients

6 x Electives:

2 Electives from Group I - Systems:

ICTICT213 Use computer operating systems and hardware

ICTSAS310 Install, configure and secure a small office or home office network

4 Electives from Group G - Networking:

ICTNWK307 Provide network systems administration

ICTNWK309 Configure and administer network operating systems

ICTNWK310 Administer network peripherals

ICTNWK311 Install and test network protocols

[National Training Register - ICT30120 Certificate III in Information Technology](#)

Refer to **DECYP RTO VET Student Guide 2025** for more information

Week	Date	Program of Learning 2025	Notes / Assessments
1	6 Feb	Resume & Cover Letter (1w)	Practical Application <i>Yr 11s and 12's return February 6 (Thursday)</i>
2	10 Feb	Working in Teams - Knowledge Quiz (1w)	Knowledge Quiz
3	17 Feb	Critical and Creative Thinking – Knowledge Quiz (1w)	Knowledge Quiz
4	24 Feb	Critical and Creative Thinking with Bebras Card Solutions (1w)	Practical Assessment <i>Wed 26 Feb – Launceston Cup</i>
5	3 Mar	Combined Mindmap & Algorithm Challenge (2w)	Project Assessment
6	10 Mar		
7	17 Mar	Personally Identifiable Information – Knowledge Quiz (1w)	Knowledge Quiz
8	24 Mar	Personally Identifiable Information – Practical Assessment (2w)	Practical Assessment
9	31 Mar		
10	7 Apr	Term 1 - Final Practical Assessment (1w)	Practical Assessment
Term 1 break – Saturday 12 April – Sunday 27 April			
1	28 Apr	Internal Hardware Components Knowledge Quiz (1w)	Knowledge Quiz
2	5 May	Programming Techniques – Practical Assessment (1 1/2w) Programming Techniques – Knowledge Quiz (1/2w)	Practical Assessment Knowledge Quiz
3	12 May		
4	19 May	Binary Conversion Basics & ANDing (1/2w)	Practical Application
		IP Addressing Basics & Subnetting (1/2w)	Practical Application
5	26 May	Client Network Diagram (1w)	Practical Assessment
6	2 June	Intellectual Property – Knowledge Quiz (1w)	Knowledge Quiz
7	9 June	Client Network Hardware/Software Quotation (2w)	Practical Assessment
8	16 June		
9	23 June	Intellectual Property – Practical Assessment (1 1/2w)	Practical Assessment
10	30 June	Term 2 - Practical LAN – Workstation Manual IP Addressing	Practical Application
Term 2 break – Saturday 5 July – Sunday 20 July			
1	21 July	Advanced Sharing & Security (1w)	Practical Application
2	28 July	Client Network Backup & Security Plan (1w)	Practical Assessment
3	4 Aug	OSI, TCP-IP, Network Protocols, Models and Well-Known Ports Quiz (1w)	Knowledge Quiz
4	11 Aug	CPT – Programming Routers to create Virtual Geographically Separated Branch Networks (1w)	Practical Assessment
5	18 Aug	Ticket Resolution Process & Gather Client Feedback (1w)	Practical Assessment
6	25 Aug	Windows Server 2022 - Plan, Install, Configure and Test a Dynamic Host Control Protocol Service (DHCP) (1w)	Practical Assessment
7	1 Sep	Windows Server 2022 - Plan, Install, Configure, Test and Monitor an Active Directory Client Domain Network (3w)	Project Assessment
8	8 Sep		
9	15 Sep		
10	22 Sep	Term 3 - Practical LAN – Server/Client Domain	Practical Application
Term 3 break – Saturday 27 September – Sunday 12 October			
1	13 Oct	Completion of all tasks and assessments	
2	20 Oct	Completion of all tasks and assessments	
3	27 Oct	Completion of all tasks and assessments	<i>Fri 31 Oct - Moderation Day (LC students work from home)</i>
4	3 Nov	Completion of all tasks and assessments	<i>Mon 3 Nov – Public Holiday</i>
Exams begin (Monday 10th November) - Exams end (Thursday 20th November)			