

Domestic Students - 2018

CERTIFICATE IV IN INFORMATION TECHNOLOGY

Course Code: ICT40115

* This training is delivered with Victorian and Commonwealth Government funding. Individuals with disabilities are encouraged to apply to access government subsidised training.

For further information, please visit our website at:

www.atmc.edu.au

Provider No.22158



**ARE YOU ELIGIBLE FOR
SKILLS FIRST COURSES?***

Domestic Students - 2018

Campus	Melbourne
Training product status	Current
Duration	1000 hours
Delivery mode	Face-to-face
Assessment mode	Combination of written and practical tasks
Fees*	<ul style="list-style-type: none"> \$300 For more information, please refer to 2018 statement of Fees (Victoria) - Skills First Program
Entry requirements	Students must undergo a Pre-Training Review with a Language Literacy & Numeracy (LLN) specialist where their suitability for this course will be determined. The Australian Core Skill Framework (ACSF) entry level for this course is approximately level 3
Possible pathway for further study	ICT50115 Diploma of Information Technology
Possible occupational outcomes	Computer Technician, Customer Support, Customer Support Professional, Information Systems Operator, Network Support Technician, PC Support, Technical support, User Support Technician

OTHER FEES AND CHARGES

Enrolment Fee (Non-refundable)	\$100
Material Fee	\$100
Repeat Unit Fee	\$300/unit
RPL Fee per theory unit	\$250/unit
Charge for lost ID Card	\$15
Charge for lost Certificate	\$30
Printing Cost	10 cents/page (B&W) 50 cents/page (colour)
A surcharge for for all credit card payments	3%

Individuals must meet the eligibility criteria to access government funding.

Quality Indicator Surveys

During studies, students may receive surveys. This helps ATMC towards continuously improving our training services and reporting our quality to the regulators. For students who enrol under the Skills First Program, please be advised that you may receive an invitation to participate in an NCVET survey, the Department's Annual Student Outcome Survey, Department endorsed project and/or being contacted by the Department (or persons authorised by the Department) for audit or review purposes.

*Tuition fees and other course related fees are not subject to change once a student has enrolled.

DESCRIPTION

This qualification provides the skills and knowledge for an individual to be competent in a wide range of general information and communications technology (ICT) technologies and to support small to medium enterprises (SMEs) that require broader rather than more specialised ICT support.

Persons working at this level apply a wide range of knowledge and skills in basic networking, ICT support, database development, programming and web development support; working safely and ethically in a sustainable work environment.

Licensing/Regulatory Information

No licensing, legislative or certification requirements apply to this qualification at the time of publication.

COURSE CONTENTS/ UNITS OF COMPETENCY

CORE:

BSBWHS304	Participate effectively in WHS communication and consultation processes
BSBSUS401	Implement and monitor environmentally sustainable work practices
ICTICT202	Work and communicate effectively in an ICT environment
ICTICT401	Determine and confirm client business requirements
ICTICT418	Contribute to copyright, ethics and privacy in an ICT environment

ELECTIVE:

ICTWEB421	Ensure website content meets technical protocols and standards
ICTWEB420	Write content for web pages
ICTWEB419	Develop guidelines for uploading information to a website
ICTWEB406	Create website testing procedures
ICTWEB404	Maintain website performance
ICTICT415	Provide one-to-one instruction
ICTICT408	Create technical documentation
ICTSAD401	Develop and present feasibility reports
ICTICT403	Apply software development methodologies
ICTTEN410	Locate, diagnose and rectify faults
ICTPRG405	Automate processes
ICTICT505	Determine acceptable developers for projects
ICTDBS501	Monitor and improve knowledge management system
BSBWOR301	Organise personal work priorities and development
ICTSAS304	Provide basic system administration



AUSTRALIAN TECHNICAL AND MANAGEMENT COLLEGE (ATMC)

ATMC Melbourne Head Office & Lonsdale Street Campus

Level 2, 399 Lonsdale Street, Melbourne, VIC 3000, Australia

T: +61 3 8327 3100

Australian Technical and Management College Pty Ltd as trustee for Australian Technical and Management College Trust trading as Australian Technical and Management College

RTO No: 22158 CRICOS Provider No. 03013D ABN: 73 130 044 745