

# ICT30120 Certificate III in Information Technology

## DESCRIPTION

This qualification reflects the role of individuals who are competent in a range of Information and Communications Technology (ICT) roles, including animation, basic cloud computing, basic cyber awareness, digital media skills, generalist IT support services, networking, programming, systems and web development.

Individuals who work in these fields apply broad sets of skills, including foundational knowledge in critical thinking and customer service skills, to support a range of technologies, processes, procedures, policies, people and clients in a variety of work contexts.

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

This course can be undertaken as a traineeship. Visit [TAFE Apprenticeships and Traineeships](#) for more information.

## ELIGIBILITY/ENTRY REQUIREMENTS

There are no entry requirements into ICT30120 Certificate III in Information Technology however the preferred pathways for candidates considering this qualification may include:

- Completion of ICT20120 Certificate II in Applied Digital Technologies, or other relevant qualifications.
- Demonstrated vocational experience in a range of work environments using information technologies.

A Language, Literacy, Numeracy and Digital Literacy (LLND) evaluation helps identify any areas where you may need additional support to help you achieve your goals.

## DELIVERY DETAILS

Location(s)	Casuarina, Alice Springs
Duration*	6 months full time, 12 months part time
Study mode ^^	Face-to-face, online Online face to face via MS Teams (with one on-campus face-to-face workshop in Casuarina or Alice Springs)
Dates ^	Term 1 Commence – 3/2/2026 Term 2 Commence – 14/4/2026 Term 3 Commence – 14/7/2026 Term 4 Commence – 13/10/2026  Online or External students – Delivery for 2026 commences on 3/2/2026

	<i>Online or External students can enrol at any time after the identified start date and will commence at the start of the next available unit. A specific commencement date will be determined in consultation with the delivery team.</i>
<b>Attendance ^</b>	Online or Face to face every Tuesday. The timing of delivery varies for each unit.

\* Duration may vary depending on how long a student takes to reach the required competency level.

^ A course timetable/study plan will be provided on application for the course.

^^ Information relating to study modes can be found in the 2026 TAFE Student Guide

## FEES

Fee Type	2026 Course Fees
Fee Free TAFE*	Free
Full Fee	\$5,973.70

\*This course is part of the Fee Free TAFE initiative. Fee Free TAFE and vocational education and training is a joint initiative of the Northern Territory Government and Australian Governments providing tuition-free training places to students wanting to train, retain or upskill.

Fees shown are indicative and subject to change annually. Actual course fees may vary depending on the units chosen. For International non-student visa-holders; study eligibility needs to be verified before enrolment. Fees may vary depending on the visa type. The course fee rates will vary for commercial contract arrangements.

For further clarification and information on fees, fee exemptions, payment options, instalment plans, and refunds, contact CDU on 1800 061 963 or refer to [TAFE Fees and Payments](#)

## ASSESSMENT

Skills and knowledge assessments are an essential step in progressing through your course. You may be assessed in a number of ways including written assessment, questioning, portfolios, work samples, direct observation and practical assessments.

Throughout your course you will receive information about assessments including how, when and where assessments will be conducted.

## RECOGNITION OF PRIOR LEARNING (RPL)

RPL is a process that determines whether the skills, knowledge and experience you've gained through your previous study, work or life experience can count towards a vocational training qualification at CDU. For more information, [VET RPL](#).

## CREDIT TRANSFER (CT)

Charles Darwin University as a Registered Training Organisation recognises the Australian Qualifications Framework qualifications and Statement of Attainments issued by any other Australian Registered Training Organisation (RTO).

Students are encouraged to submit any requests for credit from previous studies at the time of enrolment, to ensure they are not enrolling in units they may not need to undertake.

## RESOURCES

Students will have 24/7 access to assessments and learning resources on Learnline and Brambling Server, CDU's online learning platform.

Before you can start using Learnline, you'll need to make sure that your computer has the correct setup. For more details: <https://www.cdu.edu.au/current-students/services/learnline>.

Students are provided access to Brambling server upon the course commencement.

### Hardware

When at a CDU campus all hardware required is on-site.

When you are studying away from campus then the following hardware is recommended.

- Desktop or laptop
  - Minimum specifications for the device
  - Operating System – One you are comfortable with. Commonly Windows 10 or 11 64-bit
  - Processor – 2GHz or faster (higher the better)
  - Memory/RAM – 8GB
  - Graphics Processor (GPU) – 4GB
  - Hard Disk/Storage – 256GB
- 2 monitors (desktop with 2 monitors or laptop with one (or two) externally connected monitor/s)
- Internet access
- Headphones (with microphone)
- Microphone to interact with the classroom
- USB Drive (minimum 4GB)

### Software

All software is provided when on campus via CDU devices.

When away from campus it is advised you have access to the following software.

- Packet Tracer (via netacad account login)
- Microsoft Visual Studio Code
- The latest version of Python

## STUDY AND CAREER PATHWAYS

Further training pathways from this qualification include but are not limited to ICT40120 Certificate IV in Information Technology.

Possible occupations relevant to this qualification include:

- IT Technician
- Help Desk Officer
- Customer Service Representative (ICT)
- Client Support Officer (ICT)
- User Support Specialist

## QUALIFICATION CONTENT

To achieve ICT30120 Certificate III in Information Technology, a total of TWELVE (12) units of competency must be completed, comprising six (6) core and six (6) elective units as detailed in the packaging rules and listed below. The electives offered may vary between campuses.

### CORE UNITS

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

### ELECTIVE UNITS

<b>Group F IT Work Ready Skills</b>	
ICTICT309	Create ICT user documentation
<b>Group I Systems</b>	
ICTICT317	Maintain standard operating environments
ICTSAS310	Install, configure and secure a small office or home office network
<b>Group G Networking</b>	
ICTNWK308	Determine and action network problems
<b>Group J Web Development</b>	
ICTWEB304	Build simple web pages
ICTWEB305	Produce digital images for the web

## WITHDRAWING FROM A QUALIFICATION

You may withdraw from this qualification and receive, where relevant, a Statement of Attainment for all units of competency you have successfully completed.

### SUPPORT SERVICES

The University provides support for students in many areas, including Accommodation, Careers and Employability, Counselling, Disability Services, Financial Support Services, Student Advocacy, Indigenous Tutorial Support Services, International Student Support Services, Library Services, and VET Learner Support Services.

More information is available at [Student Support - Life, Health and Wellbeing](#)

### CONTACT DETAILS

ICT, Cyber Security and Digital

E. [tafe.ict@cdu.edu.au](mailto:tafe.ict@cdu.edu.au)  
T. 08 8946 7517 (CAS) 08 8959 5461 (ASP)  
W. <https://www.cdu.edu.au/tafe>

For further information regarding student life at CDU, please refer to <https://www.cdu.edu.au/study/student-life>.