



## School Based Traineeship

# Certificate III in Information, Digital Media and Technology (ICT30120)

### About the course

This qualification provides the skills and knowledge for an individual to be competent in a wide range of general information and communications technology (ICT) technical functions and to achieve a degree of self-sufficiency as an advanced ICT user.

#### Possible job titles could be:

- help desk officer
- help desk assistant
- word processor
- administration assistant
- ICT operations support
- ICT user support
- PC support
- technical support

#### Course Fees

The fees applicable are for the duration of the program. All resources, materials and indemnity fees are included in this cost.

For details of fees, please see our website:

<https://integritybusinesscollege.com/>

**This course is delivered with Victorian and Commonwealth Government funding.**

#### Prerequisites and pathways for the qualification

There are no entry requirements for this qualification but learners are subjected to a pre-training review to confirm suitability.

*This course develops skills across a wide range of ICT areas; including technical support, network administration and software applications.*

- **ICTSAS305** – Provide ICT Advice to Clients
- **ICTSAS308** – Run Standard Diagnostics Tests
- **ICTICT313** – Identify IP, Ethics and Privacy Policies in ICT Environments
- **BSBCRT301** – Develop and Extend Critical Thinking Skills
- **ICTNWK311** – Install and Test Network Protocols
- **BSBXCS303** – Securely Manage Personally Identifiable Information and Workplace Information
- **BSBXTW301** – Work in a Team
- **ICTNWK307** – Provide Network System Administration
- **ICTNWK309** – Configure and Administer Network Operating Systems
- **ICTNWK308** – Determine and Action Network Problems
- **ICTPRG302** – Apply Introductory Programming Techniques
- **ICTSAS310** – Install, Configure and Secure a Small Office or Home Network

Integrity Business College Australasia Pty Ltd (RTO # 21739)

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# What is a school-based traineeship (SBAT)?

A school-based apprenticeship or traineeship (SBAT) arrangement combines part-time work, structured training with a registered training organisation and school studies.

SBAT is available to high school students in Years 10-12 and enables them to gain a nationally recognised qualification and combine their school study with paid employment, as well as the opportunity to gain valuable work skills and increase future employment options.

A SBAT may give students credit towards their Victorian Certificate of Education (VCE) or Victorian Certificate of Applied Learning (VCAL).

## Why should schools and host employers support this program?

Integrity Business College assists young Australians to have a head start on their careers by being a School Based Trainee while still completing their secondary school education.

Students gain the following:

- Valuable employment skills
- Hands-on industry experience
- Paid work-placement
- Contribution towards the students VCE or VCAL
- Successful completion of a nationally recognised qualification (Certificate III in Information, Digital Media and Technology ICT30115)

## Course structure

Students are required to:

- Partake in 7 hours per week industry work-placement
- 6 hours per week in scheduled classes

Work-placement can be completed:

- One full day per week
- A couple of hours each day
- Completed in blocks (usually coinciding with school holidays)
- Or a combination of the above

School Based Trainees are paid to learn. The seven (7) hours work-placement is paid to the trainee by the employer giving the host employer the opportunity to provide valuable workplace experience without the burden of paying another employee.

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