Certificate III in Information Technology (ICT30120)

Course Overview

The Certificate III in Information Technology is a nationally recognised qualification designed to equip learners with essential skills for information systems.
This course is ideal for individuals seeking to develop foundational knowledge and practical abilities to pursue employment or further study in the education support sector.

Accreditation Statement

This is a nationally recognised and accredited Australian qualification delivered by Bankstown Education and Skills Training Centre (RTO 40651). It is developed in line with the Australian Qualifications Framework (AQF) and recognised across all states and territories. Successful completion will result in a nationally recognised Certificate or Statement of Attainment.

What You Will Learn / Key Skills

• Effective communication and teamwork
• Problem-solving in workplace contexts
• Planning, organising and prioritising tasks
• Using digital and business technology
• Understanding industry-specific procedures

Course Modules / Units of Competency

Please refer to your enrolment documents or course page for the complete list of core and elective units included in this qualification.

Core Units (6)

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 (6)

(includes at least 4 from listed electives; a variety from multiple groups)

ICTWEB304 – Build simple web pages *(Group J – Web Development)*

ICTICT215 – Operate digital media technology packages *(Group F – IT Work Ready Skills)*

ICTSAS213 – Maintain the integrity of ICT systems *(Group I – Systems)*

BSBXCS302 – Identify and report online security threats *(Group C – Cyber Security Awareness)*

ICTCLD301 – Evaluate characteristics of cloud computing solutions and services *(Group B – Basic Cloud Computing)*

CUADIG304 – Create visual design components *(Group D – Digital Media)*

Entry Requirements / Prerequisites

No formal prerequisites required. Minimum age: 15 years. Basic literacy and digital skills are recommended.

Delivery Mode

Flexible delivery – study online at your own pace with support from experienced trainers via Moodle and Zoom.

Course Duration

Estimated 6–12 months. Self-paced with trainer guidance available throughout.

Assessment Method

Knowledge quizzes, practical tasks, projects, case studies, and third-party observation (where applicable).

Certification Outcome

Qualification (Certificate III) – awarded upon successful completion of all requirements.

Course Fees

$2500 - $3500

Funding may be available for NSW residents (eligibility criteria apply).

Pathways After This Course

Potential job roles include:
• User Support Specialist
• IT Technician
• Client Support Officer (ICT)
• Help Desk Officer
• Customer Service Representative (ICT)

Why Study With Us

With over 25 years of training experience, Bankstown Education and Skills Training Centre (RTO 40651) offers flexible, engaging learning tailored to individual needs. Access quality resources, industry-relevant skills, and supportive trainers.

At BEST Training, we're here to support you every step of the way. Whether you're learning online or on campus, you'll have access to caring trainers, helpful course guidance, and personal support when you need it. We're committed to helping you stay confident, connected, and on track throughout your learning journey.

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Diversity and Inclusion Statement

At Bankstown Education and Skills Training Centre (RTO 40651), we are committed to fostering a learning environment that celebrates diversity and promotes inclusion for all. We recognise that each student brings unique experiences, perspectives, and strengths, and we welcome all forms of diversity.

Our approach is inclusive of:

- Aboriginal and Torres Strait Islander peoples

- People with disability and mental health conditions
- Gender equality and gender diversity
- LGBTQIA+ communities
- Culturally and linguistically diverse (CALD) backgrounds
- Neurodiverse individuals
- People of all ages, cultures, and religions

We believe that inclusive education empowers students, enriches learning, and supports equitable outcomes. Our team actively works to remove barriers, promote cultural safety, and create a respectful, supportive space where every learner can thrive.

If you need individual support or would like to learn more about our inclusive practices, please contact us at **info@bankstowneducation.com.au** or phone **02 9791 0015**.

Group Bookings & Onsite Facilitation

We offer flexible group bookings for organisations, schools, and community centres. Training can be facilitated directly at your location, making it easy and convenient for your team or participants to complete the course without needing to travel. Minimum numbers apply – contact us to discuss your needs and arrange a session that suits your schedule.

How to Enrol

Call (02) 9791 0015 or email info@bankstowneducation.com.au. Visit www.bankstowneducation.com.au to enrol online or request a demo login.

RTO Details / Compliance Info

Bankstown Education and Skills Training Centre
RTO Code: 40651
Address: 8 Fetherstone Street, Bankstown NSW
Phone: (02) 9791 0015
Email: info@bankstowneducation.com.au
Website: www.bankstowneducation.com.au