

ICT30115 - Certificate III in Information, Digital Media and Technology



UNIVERSAL EDUCATION AND TRAINING LTD

Registered Training Organisation Provider No. 30173

ANY TRAINING.

ANY WHERE.

ANYTIME.

Training Plan*

Day	Unit Code	Unit Name	Tasks	Observation Checklist
Days 1- 4	BSBWHS304	Participate effectively in WHS communication and consultative processes	Task 1 - Conduct a WHS Meeting	<ol style="list-style-type: none"> 1. Observation Checklist 1 2. Observation Checklist 1a Observation Checklist 2 3. Meeting minutes 4. Evidence Portfolio 5. Verbal Questions
	ICTICT202	Work and communicate effectively in an IT environment	Assessed holistically over first 6 days	<ol style="list-style-type: none"> 1. Observation Checklist 3 2. Verbal Questions 3. Evidence Portfolio
	ICTICT203	Operate application software packages	Task 2 - Create a document for your organisation	<ol style="list-style-type: none"> 1. Observation Checklist 4 2. Verbal Questions 3. Evidence Portfolio
	ICTICT301	Create user documentation	Task 3 – Create a document	<ol style="list-style-type: none"> 1. Observation Checklist 5 2. Verbal Questions 3. Evidence Portfolio
	BSBWRT301	Write simple documents	Task 2 - Create a document for your organisation	<ol style="list-style-type: none"> 1. Observation Checklist 4 2. Verbal Questions 3. Evidence Portfolio
	BSBITU304	Produce spreadsheets	Task 4 - Create a simple budget	<ol style="list-style-type: none"> 1. Observation Checklist 6 2. Verbal Questions 3. Evidence Portfolio
	BSBITU302	Create electronic presentations	Task 5 - Create a personal story board	<ol style="list-style-type: none"> 1. Observation Checklist 7 2. Verbal Questions 3. Evidence Portfolio

Day	Unit Code	Unit Name	Tasks	Observation Checklist
	ICTSAS301	Run standard diagnostic tests	Task 6 - Use virus scanning software Use	1. Observation Checklist 8 2. Verbal Questions 3. Evidence Portfolio
	BSBSUS401	Implement and monitor environmentally sustainable work practices	Task 7 – Sustainability activities	1. Written Assessment (SUS)
Days 5-9	ICTWEB302	Build simple websites using commercial programs	Task 8 – Create your own website using a free tool	1. Assessment (WEB) Observations 2. Verbal Questions
	ICTWEB303	Produce digital images for the web	Task 9 – Make images that you can use on your website	1. Observation Checklist 9 2. Verbal Questions
	ICTWEB301	Create a simple mark-up language document	Task 10 – Create a simple html document	1. Observation Checklist 10 2. Verbal Questions
	BSBEBU401	Review and maintain a website	Task 11 – Review your website	1. Assessment (WEB) Observations 2. Verbal Questions
	ICTWEB201	Use social media tools for collaboration and engagement	Task 12 – Getting connected with social media	1. Observation Checklist 11 2. Verbal Questions
Days 10-12	ICTICT302	Install and optimise operating system software	Task 13 – Install a simple operating system and customise it.	1. Observation Checklist 12 2. Verbal Questions
	ICTSAS303	Care for computer hardware	Task 14 – Look after your computer equipment safely.	1. Observation Checklist 13 2. Verbal Questions
	ICTICT308	Use advanced features of computer applications	Task 15 – Creating a macro and merged documents to create address labels	1. Observation Checklist 14 2. Verbal Questions

*Please note that training may be adjusted during your course to suit individual needs.