

# Certificate IV in Information Technology (Websites)

ICA40305

## Course Description

This qualification provides the skills and knowledge for an individual to be competent in website design and/or administration either as an independent ICT specialist or as part of a team. The qualification has a strong ICT base with the potential for inclusion of a range of broader design and multimedia units to suit particular needs.

The Certificate IV in Information Technology (Websites) is a logical pathway from the Certificate III in Information Technology - Support or Applications streams and has 2 specialist streams with direct relevance to workplace roles.

**Design Stream:** This role involves designing and constructing web pages and creating the look and feel of the site. The design role's objective is to create, in consultation with the client, the flow or 'story' of the website and how information will be displayed. From a technical perspective, designers will make use of graphical knowledge, knowledge of specific technologies and various platforms, creative flair and ability to put down an image, layout and design skills, technical knowledge of hardware, software and specific web languages.

The stream provides for training in the specific design tools built on a fundamental ICT technical base. It is possible to come into this area without qualifications but this is likely to be difficult. Additional electives enable other skill areas (e.g. network development or e-business strategy) to be included in this qualification.

**Administration Stream:** Depending on the level of responsibility and the particular job role involved, an administration stream graduate would be expected to manage the various technical aspects of the website including technical performance analysis and reporting, development of protocols for transferring content, maintenance of standards and security, building basic sites and creating basic script and other technical elements for a website.

Additionally, such a role may also include developing custom programs to extend the function of the website and administering the day to day operation of the server software, monitoring logs and usage statistics, adjusting configuration settings and backing up the system.

The electives in this qualification allow for a degree of specialisation, for example in database work, content development or basic programming. Additional electives enable other skill areas (e.g. design or e-business database) to be included in this qualification.

## Course Duration

Depending on your choice of delivery method you may have up to 24 months to complete this course.

## Delivery Methods

Fundamental changes to the Australian workforce in recent years have resulted in employers demanding increased flexibility in the skill sets of their employees. At the same time, more individuals are taking greater responsibility for the development and extension of their own skills and knowledge. Prime Learning endeavours

to accommodate those needs with its flexible delivery and qualifications structure allowing enterprises and individuals to progressively build relevant industry skills and have these recognised.

The following delivery methods are available for this course:

- **Classroom** (Classes are set with calendar and also rolling intake)
- **Workplace** (Trainer delivers on site with client)
- **Distance Learning** (All workbooks sent to client)
- **Blended Learning** (Periodic Workshops and Distance Learning)
- **RPL** - Recognised Prior Learning

For further customisation, or more information, please contact one of our course advisors on **1800 22 99 33**.

## Pre-requisites

There are prerequisites that contain the basic fundamentals of ICT knowledge and skills for all the qualifications at Certificate III in IT and above, which are the 9 core competencies required for the Certificate II in Information Technology (ICA20105). These competencies may be incorporated free of charge into the certificate of your choice.

BSBCMN106A	Follow workplace safety procedures
ICAD2012A	Design organisational documents using computing packages
ICAU1128A	Operate a personal computer
ICAU2005A	Operate computer hardware
ICAU2006A	Operate computing packages
ICAU2013A	Integrate commercial computing packages
ICAU2231A	Use computer operating system
ICAW2001A	Work effectively in an IT environment
ICAW2002A	Communicate in the workplace

## Course Requirements

Throughout the course you will need to have access to a PC or laptop with the following minimum requirements:

- Microsoft Windows (98, Me, 2000, 2003, XP or Vista )
- Microsoft Word 97 or later
- Adobe Suite
- Adobe Acrobat Reader\*
- Access to Internet and Email
- CD-Rom Drive

\* Can be downloaded free of charge from [www.adobe.com](http://www.adobe.com)

## Resources Included

All of the learning materials and text books required to complete this course will be provided.

## Course Units

24 or 25 units

A total of 12 core units plus completion of 9 design specialist core stream – Design OR 8 specialist core stream units – Administration plus 4 elective units

Achieve 4 Elective Units Chosen from the Following Sources (Listed in Recommended Order)

- the other ICA40305 stream not already selected; and/or
- elsewhere in the ICA05 Information and Communications Technology Training Package (at Certificate III [maximum of 2 units], Certificate IV or Diploma); and/or
- preferred Training Packages BSB07 Business Services and/or CUF07 Screen and Media and/or CUV03 Visual Arts, Craft and Design and/or ICP05 Printing and Graphic Arts (at Certificate IV or Diploma); and/or
- any other Training Package (up to a maximum of 2 units) and at Certificate IV or Diploma based on documented industry or enterprise needs

### Core Units

Code	Description
BSBCMN304A	Contribute to personal skill development and learning
CUSADM08A	Address Copyright requirements
ICAA4041C	Determine and confirm client business expectations and needs
ICAB4135B	Create a simple mark-up language document to specification
ICAB4225B	Automate processes
ICAD4043B	Develop and present a feasibility report
ICAD4217B	Create technical documentation
ICAI4189B	Ensure website content meets technical protocols and standards
ICAT4221B	Locate equipment, system and software faults
ICAU4205B	Select and employ software and hardware tools
ICAW4214B	Maintain ethical conduct
PSPPM402B	Manage simple projects

### Specialist Core Stream Units – Design (9 Units)

Code	Description	
CUFMEM07A	Apply principles of visual design and communication to	
ICAA4142C	Design a website to meet technical requirements	ICAB4135B Create a simple mark-up language document to specification ICAB4137B Produce basic client side script for dynamic web pages CUFMEM07A Apply principles of visual design and communication to the development of a multimedia product
ICAA4233B	Determine and apply appropriate development methodologies	
ICAB4137B	Produce basic client side script for dynamic web pages	
ICAB4171B	Develop cascading style sheets	
ICAD4198B	Develop guidelines for uploading information to a website	ICAD3218B Create user documentation

ICAS4201B	Transfer content to a website using commercial packages	
ICAT4183B	Confirm accessibility of website for people with special needs	
ICAU4207B	Apply web authoring tool to convert client data for websites	

### Specialist Core Stream Units – Administration (8 Units)

Code	Description	
ICAB4220B	Create scripts for networking	ICAB4225B Automate processes
ICAS4191B	Maintain website performance	
ICAS4200B	Monitor traffic and compile website traffic reports	
ICAS4201B	Transfer content to a website using commercial packages	
ICAT4184B	Ensure site usability for full range of users	
ICAT4185B	Create a website testing procedure	
ICAT4186B	Conduct operational acceptance tests of websites	ICAT4184B Ensure site usability for full range of users
ICAT4194B	Ensure basic website security	ICAI3101B Install and manage network protocols

## Knowledge and Skills Gained

*(This summary of employability skills that are typical of this qualification and should not be interpreted as definitive.)*

- Consulting with end users and clients before, during and after development of websites to determine their issues and ensuring that their needs are met
- Interpreting technical manuals
- Consulting with the work team to review proposed changes against current and future business requirements
- Establishing and improving work teams in an IT environment
- Determining criteria for writing script for web pages for example, criteria such as dynamic functionality and appropriate language
- Developing new criteria and procedures for performing current practices
- Identifying, analysing and evaluating information from a variety of sources
- Creating project plans to guide the development of systems methodologies
- Preparing feasibility reports taking into account the scope, time, cost, quality, communications and risk management
- Taking responsibility for own output in relation to specified quality standards
- Working within the Australian Computer Society code of ethics regarding security, legal, moral and ethical issues
- Gathering and organising feedback on draft documentation and client satisfaction
- Maintaining knowledge of tools and software applications and the goods and services provided

- Selecting and using software and hardware diagnostic tools, including multimedia contexts and automated testing environments

## Career Outcomes

Individual job roles relating to this qualification span a range of ICT technical areas. Those graduates with a design focus would use skills in the design and production of websites to work as a designer and builder of websites.

Possible job titles relevant to this qualification include: Games Designer, Internet Webmaster, Multimedia Content Author, Multimedia Graphic Designer, Online Producer, Web Applications Developers, Web Developer/Technical Writer, Web Development Officer, Web Graphic Designer, Webmaster, Webmaster/Assistant, Website Coordinator, website or web administrator.

## Pathways

Individuals who successfully complete the Prime Learning Certificate IV in Information Technology (Websites) may undertake further studies within Information Technology qualifications, as well as being a pathway towards a Diploma of Information Technology (Website Development).

For more details contact one of our course advisors on **1800 22 99 33**.

## Assessment Information

Assessment is ongoing throughout the learning process to both gather data on attainment of competencies, and to provide learners with feedback on how they are progressing. For more details contact one of our course advisors on **1800 22 99 33**.

## Enrolment Form

For further information contact one of our course advisors on **1800 22 99 33**, or visit our website for more details [www.primelearning.com.au](http://www.primelearning.com.au)

## Contact Information

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