This document lists the requirements, skills and attributes recommended to successfully undertake a Certificate IV in Information Technology course.

Certificate IV in Information Technology is a high-level course and **not** an entry level course. It is highly recommended that applicants entering the course possess high level computer skills such as networking, programming and web design experience. These skills can be gained by completing the Certificate III in Information Technology course.

Many of these skills and attributes are valued by industry and are key indicators of the employability skills required to work in the Information Technology sector.

In this role, you would carry out a mix of specialist and complex Information Technology tasks that require self-development skills.

You will use well-developed skills and a broad knowledge base to apply solutions to a defined range of unpredictable problems.

You will analyse information from a variety of sources.

You may provide leadership and guidance to others with some limited responsibility for the output of others.

To make an informed choice about this course, you must consider the requirements, skills, and attributes. As an individual working at this level in Information Technology you will:

* Meet the course requirements.
* Have good communication, literacy, and numeracy skills.
* Use time-management and self-management skills to allocate study time.
* Use your initiative and problem-solving skills.
* Have already developed technology skills.
* Have the capability to plan, record and submit roleplays.

For more specific information on the details and tasks relating to the BSB30120 Certificate III in Information Technology refer to <https://training.gov.au/Training/Details/ICT40120>

**Please complete the following pages of this document to gain an understanding if this course is right for you:**

**Self-Assessment of** **Skills and Attributes**

If you think you may experience challenges related to a disability or health condition, or for any other reason, you should discuss your concerns with a teacher or request client services staff to make an appointment with a student support services staff member or disability liaison officer prior to attending an information session or applying for the course.

**If you make an informed choice that this is not the right pathway for you, please consider another qualification by accessing our course listings** -[TasTAFE](https://www.tastafe.tas.edu.au/)

TasTAFE also offers Vocational Preparation and English Language Service (ELS): [English Language Service](https://www.tastafe.tas.edu.au/courses/industry/vocational-preparation)

**Complete the following checklists   
- tick the most appropriate box and add comments as required.**

| **Requirements** | Would be **unable** to do | Would be **difficult** to do | Can do |
| --- | --- | --- | --- |
| **Plan and schedule regular commitment to  20 - 30 hours study per week.** |  |  |  |
| **Attend regular class-based sessions on campus and online.** |  |  |  |
| **Access to a full screen computer, with access to the internet.**  **Have the ability to use complex programmes.** |  |  |  |
| **Be physically fit enough to be able dismantle and reassemble computers.** |  |  |  |

**Self-Assessment of Skills and Attributes**

Listed below are the skills and attributes which you will need to demonstrate during your training to meet the qualification requirements. These are also highly valued by industry when seeking employment.

| **Technical Self-Assessment Area** | **I can do this** |
| --- | --- |

|  |  |  |  |
| --- | --- | --- | --- |
| **Course Specific Skills (ICT40120)**  **I can demonstrate:** | independently | With assistance | Unable / Never done |
| I can identify and differentiate between a router, switch, and wireless access point (WAP) |  |  |  |
| I can create a basic network IPv4 addressing scheme |  |  |  |
| I understand the meaning of most of these network or server operations terms:   * IP address * Default gateway * Subnet mask * DHCP * Static IP address * Port Number * Server * Client * MAC address * Virtual Machine * Virtual Private Network (VPN) |  |  |  |
| I understand the meaning of most of these support terms:   * CPU * HDD / Hard Disk Drive * SSD / Solid State Drive * Service Desk / Service Desk ticket * RAM * Motherboard * SATA * RAM * Laptop * Desktop * Tablet |  |  |  |
| I can install and configure a virtual machine hypervisor (such as VMWare, Virtualbox, etc) |  |  |  |
| I can install and configure a guest operating system in a virtual machine environment – e.g. Windows Server, Windows 10, Ubuntu, etc |  |  |  |
| I can use Cisco Packet Tracer to create basic simulated network environments. |  |  |  |

| **Functional Self-Assessment Areas** | **I do this** |
| --- | --- |

| **Planning, organising and self-management**  **I can demonstrate:** | Frequently | Sometimes | Never |
| --- | --- | --- | --- |
| Appropriate time management skills. |  |  |  |
| The ability to prioritise, plan and organise own workload. |  |  |  |
| Capacity to cope with the demands of class work while fitting in sufficient study time |  |  |  |
| The ability to accept responsibility for own actions. |  |  |  |
| The ability to concentrate for long periods of time. |  |  |  |
| Are there any of the above areas you believe you need further assistance with? | | | |

|  |  |  |  |
| --- | --- | --- | --- |
| **Communication**  **I can demonstrate:** | Frequently | Sometimes | Never |
| The ability to develop and maintain relationships, trust and confidence. |  |  |  |
| The ability to communicate with a range of people from different backgrounds. |  |  |  |
| The ability to communicate effectively in English, with clear and audible speech. |  |  |  |
| Politeness, respect and empathy in all interactions with people. |  |  |  |
| The ability to receive and reflect on constructive feedback for performance improvement and respond appropriately. |  |  |  |
| Are there any of the above areas you believe you need further assistance with? | | | |

| **Teamwork**  **I can demonstrate:** | Frequently | Sometimes | Never |
| --- | --- | --- | --- |
| The ability to work with other people for a common outcome. |  |  |  |
| Respect for other people and their role within the work team. |  |  |  |
| The ability to accept direction and feedback. |  |  |  |
| The ability to work under pressure and function effectively in stressful situations. |  |  |  |
| Are there any of the above areas you believe you need further assistance with? | | | |

| **Learning, Literacy and Numeracy**  **I can demonstrate:** | Frequently | Sometimes | Never |
| --- | --- | --- | --- |
| The ability to identify own strengths and weaknesses and seek assistance where necessary. |  |  |  |
| The ability and motivation to build on past knowledge and experience. |  |  |  |
| The ability to take on new information and tasks. |  |  |  |
| **Reading Skills:** Interprets technical specifications and numerical data from a range of documentation and sources to assist in rectifying problems |  |  |  |
| **Writing Skills**: Uses clear language and formats required for the audience to convey explicit technical information, requirements, and recommendations |  |  |  |
| **Numeracy Skills:** Extracts and evaluates the mathematical information embedded in tasks and texts |  |  |  |
| **Oral Skills:** Uses inclusive questioning techniques to obtain information from clients and provides precise advice and information to others |  |  |  |
| Are there any of the above areas you believe you need further assistance with? | | | |

| **Problem Solving and observational skills**  **I can demonstrate:** | Frequently | Sometimes | Never |
| --- | --- | --- | --- |
| The ability to identify potential problems and respond appropriately. |  |  |  |
| The ability to ask questions and seek clarification when necessary. |  |  |  |
| Are there any of the above areas you believe you need further assistance with? | | | |
| **Initiative and enterprise**  **I can demonstrate:** | Frequently | Sometimes | Never |
| Self- Motivation and initiative |  |  |  |
| The ability to seek assistance when necessary. |  |  |  |
| Foresight / the ability to see what needs to be done. |  |  |  |
| Accept personal responsibility for accurate completion of work and seek help when required. |  |  |  |
| Ability to use and apply new knowledge in practice. |  |  |  |
| Able to manage time appropriately ( for study and completion of assessments) |  |  |  |
| Are there any of the above areas you believe you need further assistance with? | | | |

|  |  |  |  |
| --- | --- | --- | --- |
| **Technology**  **I can demonstrate:** | Frequently | Sometimes | Never |
| **I have** access to and use of the internet |  |  |  |
| The ability to learn and adapt to new technology. |  |  |  |
| The ability to use computers and related information technology including strong computing, word processing skills, data access using the internet, sending emails with attachments, uploading documents, using Zoom and website research, recording, and submitting assessment work. |  |  |  |
| Are there any of the above areas you believe you need further assistance with? | | | |

**Other considerations**

* If English is your second language; to ensure success in this course, we recommend ESL score of 5 to commence this course, evidence may be requested at enrolment

**Thank you for taking the time to read this information and carry out the self-assessment.**

If you believe that, you have the skills to undertake Certificate IV in Information Technology please apply via the TasTAFE website. See the website for dates and details on how to apply online.

If you have any questions, please contact the Digital and Information Technology team   
on 1300 655 307.