

Course **Pre-Enrolment Guide**

Training Area:

Information Technology

Training Product:

ICT40120

**Certificate IV in Information
Technology**

ICT40120 Certificate IV in Information Technology

Release number	4
Required number of units for course completion	20
Course Duration	Full time - 1 year
Location/s	Geraldton
Delivery mode	Face to Face - <i>Requires you to attend classes on campus and may include activities such as demonstrations, practice and feedback, discussions and group activities. In some courses there may be a requirement to undertake some of the training and/or assessment in a workplace.</i>

Course Description

This qualification reflects the role of individuals who are job ready and competent in a wide range of information and communications technology (ICT) roles and apply a broad range of skills in varied work contexts, using problem solving skills and effective communication with others.

The skills required for these roles may include, but are not restricted to:

- database development: interpreting specifications, technical designs and flow charts, modifying software applications, constructing technical specifications from models and testing, and writing technical documents
- database maintenance: managing, cleaning, storing and verifying organisational data, and evaluating compliance with internal and external data ethics regulations and legislation
- gaming development: creating 2D and 3D modelling and animation software through scripts and storyboards
- networking: installing, configuring and testing networks and servers in organisations
- programming: building, testing and applying basic object-oriented language skills, user interfaces and software developments
- systems administration support: implementing maintenance procedures and support to help troubleshoot system applications
- web development: designing website layouts through textual and visual content transfer, search engine optimisation and simple markup language documents.

Course Considerations

This course will suit you if you can attend regular classes and want to develop creative skills using popular Adobe applications, such as Photoshop and Premiere Pro.

The electives for this course have been chosen to provide a range of skills across the digital media field including image, video and sound editing, 3D modelling and animation, graphic design and layout and introductory web design and scripting.

You will need to:

- Be able to work independently and with others.
- Be able to apply problem-solving skills
- Have good attention to detail and creative thinking
- Have sound written and oral communication skills
- Be able to follow instructions, work health and safety procedures

Course fees

For information about fees, refer to the Course Website.

[Courses | Central Regional Tafe](#)

Course Pathways

Pathways into the qualification, may include:

- after achieving ICT30120 - Certificate III in Information Technology, or other relevant qualifications or units equivalent to the core of ICT30120 - Certificate III in Information Technology
- OR with demonstrated vocational experience in a range of work environments using basic information technologies

Pathways from this qualification, may include:

- ICT50220 - Diploma of Information Technology

Exit points:

- Upon successful completion of the full course.
- Should a learner not complete all the units of competency required they will be issued a Statement of Attainment for the individual units which they have been assessed as competent.

Further details can be found on our website [here](#).

National/State Course Entry Requirements

Nil

Central Regional TAFE (CR TAFE) Entry Requirements

You must have a Unique Student Identifier (USI) to enrol in and complete any nationally recognised training in Australia. If you do not have a USI or need help getting one, we can assist you with the process.

Information technology students will also need:

- Basic literacy and numeracy skills.
- A sound knowledge of computers.
- A good grasp of the English language is preferred.

International Students will require:

- An IELTS score (academic) of 6.0 with no band score less than 5.0 or equivalent.
- Equivalent to Australian Year 12.

Language, Literacy, Numeracy and Digital (LLND) Requirements

CR TAFE is required to review your language, literacy, numeracy and digital (LLND) skills to help you decide if the course is right for you, identify any support you might need, or whether other courses may be better suited to you at this time.

For this course, the method of LLND review will be an interview with the lecturer and may include the LLN Robot assessment.

Learning resources and equipment you need to bring

You are required to provide (at your own expense) the following list of resources/equipment:

A pair of wired headphones for use when viewing video tutorials and in the sound and video editing units (USB connection is recommended).

Textbooks

Nil

Online learning materials

All course materials will be made available through the Microsoft Teams platform and will be available for the entire enrolment period.

Timetable and Training Hours

The timetable provided helps you plan your week and understand your study commitments. The timetable shows which days and times you need to attend training. It helps you plan ahead and manage your participation.

TIME	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
8 :30 am- 12:30 pm	B Block Room B045	B Block Room B045	B Block Room B045		
12:30 pm - 1:00 pm LUNCH BREAK					
1:00 pm- 4:00 pm	B Block Room B045	B Block Room B045	B Block Room B045		

Assessment Methods

- Knowledge questions: This involves answering questions, either orally or in writing relating to the unit of competency.
- Observations: This involves your assessor or a third party (workplace supervisor) observing you perform tasks in the workplace and/or simulated workplace to check that you have the knowledge and skills required for the unit of competency.
- Project: This involves completing tasks or activities in the workplace and/or simulated workplace to show that you can apply the knowledge and skills required for the unit of competency.

Note: The specific assessments required for each unit of competency will be outlined in the Training and Assessment Plan (TAP) for that unit. You will receive a copy of the TAP for each unit when you enrol.

Further information

More information can be found in our Student Handbook, available for download off our website [here](#)

Contacts:

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Or enquire via our website enquiry form [here](#):



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