

Order of Study

ICT30120 Certificate III in Information Technology [Basic Cyber Security Awareness] (Online self-directed)

On successful completion of all **12 units** you will receive a **Certificate III in Information Technology** with a specialisation study area in **Basic Cyber Security Awareness**.

Please follow the below Order of Study when enrolling. Enrol in no more than two (2) units or one (1) cluster per intake, unless otherwise advised.

	Unit Code	Unit Name	Unit Type	Textbook/ Resources	Study Schedule	
Must complete all units in order as listed below				Electronic resources are available through Connect , TAFE Queensland's Learning Management System	Intake	Completed
1	BSBXTW301	Work in a team	Core		<input type="checkbox"/> Completed	
2	ICTSAS305	Provide ICT advice to clients	Core		<input type="checkbox"/> Completed	
3	BSBCRT301	Develop and extend critical and creative thinking skills	Core		<input type="checkbox"/> Completed	
4	ICTICT313	Identify IP, ethics and privacy policies in ICT environments	Core		<input type="checkbox"/> Completed	
5	ICTPRG302	Apply introductory programming techniques	Core		<input type="checkbox"/> Completed	
6	BSBXCS303	Securely manage personally identifiable information and workplace information	Core		<input type="checkbox"/> Completed	
CLS-ICT-0048 System Security Cluster						
7	ICTSAS213	Maintain ICT system integrity	Elective		<input type="checkbox"/> Completed	
8	ICTSAS214	Protect devices from spam and destructive software	Elective		<input type="checkbox"/> Completed	
9	ICTSAS215	Protect and secure information assets	Elective		<input type="checkbox"/> Completed	
CLS-ICT-0049 Cyber Threats Cluster						
10	BSBXCS301	Protect own personal online profile from cyber security threats	Elective		<input type="checkbox"/> Completed	
11	BSBXCS302	Identify and report online security threats	Elective		<input type="checkbox"/> Completed	
12	BSBXCS402	Promote workplace cyber security awareness and best practices	Elective		<input type="checkbox"/> Completed	
Note: This is 100% online study and some units will require you to record audio/video for various assessment tasks.						

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STUDENT PORTAL

Through the portal you can enrol, update your details, and check your academic results whenever you like. To login just click on this link <https://tafeqld.t1cloud.com/>.

If you have an issue with the Student Portal please log the issue through the 'Report an Issue' form in your 'Forms' tile and you will receive a response as soon as possible.

Alternatively, click the [here](#) for FAQ's that may assist you with your enquiry.

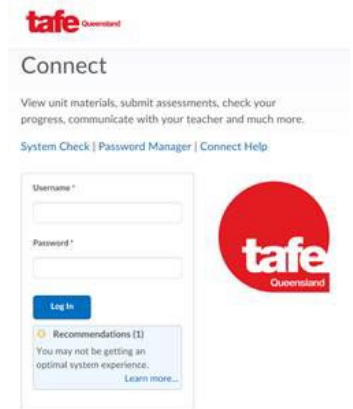


CONNECT

Connect is TAFE Queensland's Learning Management System and offers access for mobile devices, the ability to communicate with teachers and classmates, and excellent user support, allowing you the flexibility to study anywhere, anytime.

Watch the 45-second video on how to login to Connect by clicking [here](#). Alternatively, [download this PDF](#) to get all the details.

DON'T FORGET to [enable notifications in Announcements](#) so you don't miss an important announcements relating to your study.



HAVE YOU STUDIED BEFORE?

Credit Transfer is a process that offers you credit for earlier formal study that is equal to your nominated qualification. It is important that you apply before your enrolment start date. Please see the [eligibility information and the application form](#) for more information.



STUDENT RULES

The [TAFE Queensland Student Rules and Policies](#) are designed to make you aware of your rights as a student, as well as your responsibilities to TAFE Queensland and your fellow students.



WITHDRAWALS, TRANSFERS & REFUNDS

We all change our minds, so if for any reason you find the need to leave a course, or if you are seeking to transfer to another intake, or withdraw from study, please speak with your program coordinator and view the [TAFE Queensland Refund Policy](#) before submitting your withdrawal request, as you may not be eligible for a refund.

If you are wishing to withdraw prior to the start of an intake - You can withdraw and swap units through the Student Portal. You can access this under the 'My Study' tile in the 'Withdraw From a Unit' menu. Note: Students with multiple courses in their 'My Study' tile will need to select the 'Manage your Course' button first. Once you have chosen your course, you can see the 'Withdraw From a Unit' menu option, from here choose the unit/units to withdraw.

If you are wishing to withdraw after the start of an intake – you can submit your request through the Student Portal under the 'Forms' tile. Scroll to the 'Request for Withdrawal and or/Refund (TQ)'.