VISHAN INSTITUTE OF TECHNOLOGY
Registration No RGN0002/11

Fully Registered with the Higher Education Commission of Fiji as Higher Education Provider under Higher Education Act 2008. Registration Certificate Number RGN0002/11

Admission open for semester 1 – 2024

National Certificate in Information Technology (Software Applications) (Level 3)

Fiji National Qualification framework (FNQF)

Level	03
Credits	97
Credit range	50 Compulsory credits at L2 47 Compulsory credits at L3

Nationally recognised & registered training provider

VIT (Vishan Institute of Technology) proudly offers Higher education Commission Fiji's "**National Certificate in Information Technology (Software Applications) (Level 3)**" a National Qualification ensuring pathway to academic excellence & Industry relevance. Upon successful completion you receive a prestigious Higher education Commission Fiji quality Certificate & Transcript.

"Empowering futures: National qualifications accredited by HEC Fiji, Delivered by VIT - Your path to excellence with official certificates & Transcripts"

Purpose

This certificate is for people who are either:

➢ currently engaged in information technology trade; or
➢ upgrading their knowledge and skills towards being a skilled tradesperson.

The purpose of this qualification is to provide organisations with graduates who have intermediate level computing user skills, and who can be employed in entry-level Information Technology roles.

The qualification also provides a sound basis for further education and training for people interested in a career in computing.

Graduates will be capable of using a range of common digital tools and technologies to an intermediate level, to manage software applications, and operate effectively with skills that will meet standard professional conventions and be internationally relevant.

This qualification will build on existing skills and can be used to recognise the achievement of relevant knowledge and skills by those already employed. This qualification can complement other qualifications in specific industries

Overall Outcome Statement

Holders of the National Certificate in Information Technology (Level 3) [Ref: NCIT(SA)3] will be able to demonstrate advanced use of software applications relevant to Information Technology in the workplace.

Course Highlights:

➢ **Nationally Recognised**

Fiji National Qualification framework

➢ **Accreditation**

Higher Education Commission Fiji

➢ **Programme Moderation by**

The National Qualification offered by VIT is moderated by Higher Education Commission Fiji

➢ **Certification by**
Higher Education Commission Fiji

Delivery mode: Face to Face / Online class available

Blended Delivery (Suva | Lautoka | Nadi | Nausori)

This qualification will be provided by face-to-face training sessions and online live webinar training via a web-hosted online training service (e.g., Microsoft Teams, Google MEET and GoToMeeting); however, in any special circumstances, the mode of delivery can be adjusted reasonably and fair to the learner cohorts.

Assessment:

Assessments will take the form of written tasks including workbook, quiz, reflective journal, report writing, and case studies and practical tasks including role play, presentation, group discussions, observation, projects and hands on practical lab activities in a simulated work environment. Supplementary evidence will be gathered if required from the course workbook.

Intake dates:

VIT – Quarterly intakes

Study Period – One Year

In a year, there are two terms:

- The 1st study period: from February to June
- The 2nd study period: from August to December

Certificates Awarded by

Higher Education Commission Fiji

Credit points:

Total number of units = 25
95 Credit points
25 Core units

Course Format

Core Subjects

CG0040

Apply safe work practices in the workplace

IT00012

Participate in environmentally sustainable work practices

IT00022

Communicate effectively in an IT environment

IT0003

Use computer operating systems

IT00042

Demonstrate knowledge of computing hardware, software and terminology to select digital tools for specified purposes

IT0005

Use the main features and functions of a word processing application

IT0006

Use the main features and functions of a spreadsheet application for a purpose

IT00072

Produce a presentation using desktop presentation application

IT00082

Access and use the internet

IT00092

Use digital communications technologies

IT00102

Use the main features and functions of a database application to create and test a database

IT00122

Recognise basic security and compliance issues

IT00112

Connect Hardware peripherals

IT00133

Evaluate and apply new technology to improve an organisation's activities

IT00143

Install and optimise software applications

IT00153
Create a simple Website
IT00162
Configure and use contemporary and emerging digital devices
IT00173
Write a simple computer program
IT00183
Design a Database
IT00193
Apply advanced word processing features to produce complex documents
IT00203
Produce a spreadsheet for organisational use
IT00213

Produce and use a database for organisational use

IT00223
Use a desktop publishing application to produce documents
IT00233
Use a presentation application to produce an interactive multimedia presentation
Core Generic > Work and Study Skills
CG00063

Demonstrate communication skills in a workplace

CG00402
Apply safe working practices in the workplace

Entry Requirements

A pre-requisite for entry into this qualification will be those who are:

> ➢ demonstrate technical skills and competencies with basic literacy and numeracy in information technology
> ➢ have completed the National Certificate in Information Technology (Level 2); or
> ➢ have gained technical skills and industry experience in Information Technology

FEES –

Tuition fee FJD ($3485-00) (Three Thousand four hundred and eighty five dollars**)**

Payable through **FNPF / TSLS / CASH**

Mpaisa Number - 8705744   MyCash Number - 7649773

BANK DETAILS: Bank (Branch): WESTPAC LAUTOKA
Account Name: THE VISHAN INSTITUTE OF TECHNOLOGY PTE LTD
ACCOUNT NO: 9808282355

RPL candidates

Prior to commencing the RPL process, RPL candidates are required to have relevant work experiences and/or any other evidence to match with the training package requirements.

The mode of delivery of RPL candidates depends on the process and outcome of the RPL. The candidates can refer to the process of RPL from the Recognition of prior learning (RPL) Information Kit – RPL Kit and RPL policy.

HOW TO ENROLL?

A – Online www.vishaninfotech.ac.fj (Upload scanned copies of Birth certificate, Joint Card, Results / Transcripts / Letters) Or CLICK https://forms.gle/YXF3RTjirkN9ekAF6

B – Visit our nearest Campus along with requirements (Copies of Birth certificate, Joint Card, Results / Transcripts / Letters)

C – Email info@vishaninfotech.ac.fj

 Download admission form from www.vishaninfotech.ac.fj print, fill and email along with scanned documents.

Contact us : Call / Viber / WhatsApp 8705744 – 7649773 – 6640646

 Email info@vishaninfotech.ac.fj

Campus 1)
Vishan Institute of Technology - level 1, Gurbachan Singh Building, Raojibhai Patel street, Suva, Fiji Islands (Off Waimanu Road Above CJs)

Campus 2)
Vishan Institute of Technology - Level 2, Sarju Prasad Building, Vakabale street, Lautoka, Fiji Islands (Near Market)

Campus 3)
Vishan Institute of Technology -- Level 1, Vunavou Street, off Main street, Opposite - FNPF Plaza, Nadi, Fiji Islands

Center 4)
Vishan Institute of Technology -- 32 Sampuran Singh street, off Ghulab Nabi Road, Nausori, Fiji Islands

Best Wishes for 2024 !!!