

DIPLOMA OF COMMUNICATION & MEDIA

(Infos détaillées disponible sur demande)

Course structure

[Download the Student Assessment Guide – Course](#) (PDF)

What you must do to complete the course

The course structure below shows what you must do to complete this course. units/modules are arranged in groups and sometimes also in subgroups.

You must complete each group as specified as well as following the course completion instructions. If a course contains optional groups there will statement at the top of the course indicating how many you must do. At the top of any group containing optional subgroups there will be a statement saying how many you must do.

This course consists of 7 groups.

Group 1 contains CORE units of competency. All units in both subgroups must be achieved.

Groups 2-5 contain Stage 1 elective units. Approximately 327 hours are recommended for completion in groups 2-5.

Group 2 contains WRITING elective units. At least 1 unit must be achieved.

Group 3 contains INTERPERSONAL SKILLS elective units. At least 1 unit must be achieved.

Group 4 contains COMMUNICATION AND TECHNOLOGY elective units. At least 1 unit must be achieved.

Group 5 contains GENERAL ELECTIVES units. These are additional electives and are not compulsory. One or more units may be selected and may count towards completion.

Group 6 contains STAGE 2 ELECTIVES units. At least 305 hours of elective units must be completed. These may be chosen from Group 6 ,Sub groups 1-5.

Group 7 contains ENRICHMENT units. These DO NOT count towards completion.

Overall, participants must complete all core units in Group1 and a total of 632 hours of electives which is made up of one unit each from Groups 2, hours of electives from Group 6; and the remaining hours may be chosen from Groups 2, 3, 4, 5, and 6

Learner support - Students requiring support to meet their learning goals will need to co-enrol in the Learner Support Course (9999).

This Diploma in Communication and Media requires the completion of 1030 hours.

Learners who have equivalent competencies may apply for recognition of prior learning (RPL) through the RTO's formal RPL process.

Course Elective Completion:

At least 632 hours of elective module/units must be completed. These may be chosen from groups 2, 3, 4, 5, 6

Group 1 CORE UNITS OF COMPETENCY

All subgroups must be completed

Subgroup 1 STAGE 1 UNITS OF COMPETENCY

All module/units must be completed

* indicates that the module contributes to the grade of the award

Modules/Units	Name	Hrs	National Module(s)
BSBOHS201A	Participate in OHS processes	20	
ICPMM263C	Access and use the Internet	20	
NSWTMCN401A	* Analyse communication theory and mass communication	40	
NSWTMCN403A	* Research the communication industry	40	
NSWTMCN404A	* Write and edit media communication texts	40	

Subgroup 2 STAGE 2 UNITS OF COMPETENCY

All module/units must be completed

* indicates that the module contributes to the grade of the award

Modules/Units	Name	Hrs	National Module(s)
NSWTCOM515A	Facilitate strategies to communicate across cultures and build understanding	20	
NSWTCOM518A	* Research organisational communication concepts	40	
NSWTMCN502B	Obtain and complete a communication industry work placement	40	
NSWTMCN504B	Analyse and create media and communication texts	40	
NSWTMCN506B	Analyse and apply media law and ethics	40	
NSWTPLG501A	* Research complex information for a purpose	40	
NSWTWTG502A	Apply plain English strategies to create and edit texts	20	

Group 2 WRITING/CONTENT DEVELOPMENT UNITS OF COMPETENCY- STAGE 1

At least 1 module/unit must be completed

Modules/Units	Name	Hrs	National Module(s)
BSBMKG414A	Undertake marketing activities	50	
BSBWOR404A	Develop work priorities	40	
CUFWRT301A	Write content for a range of media	40	

CUFWRT403A	Write narration and current affairs material	40
CUSRAD01A	Collect and organise information	18
ICAD4209B	Write content for web pages	20
NSWTCOM301B	Develop communication skills for the media	25
NSWTCOM302A	Research the Aboriginal Media Industry	25
NSWTCOM303A	Analyse media representations of Aboriginal people	20
NSWTTCH401A	Analyse and respond to texts in digital and online contexts	40
NSWTTCH403A	Create extended texts in a range of digital and online contexts	20
NSWTTCH404A	Apply concepts of digital literacy	20
NSWTWTG401A	Create complex workplace and community texts	40
PSPGOV406B	Gather and analyse information	20
SITXADM003A	Write business documents	12
SITXMPR001A	Coordinate production of brochures and marketing materials	40

Group 3 INTERPERSONAL SKILLS UNITS OF COMPETENCY - STAGE 1

At least 1 module/unit must be completed

Modules/Units	Name	Hrs	National Module(s)
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BSBFLM312B	Contribute to team effectiveness	36
BSBMKG413A	Promote products and services	40
LGACOM403B	Conduct public educational presentations	18
NSWTCOM413A	Apply negotiation skills in an individual or group context	20
NSWTCOM414A	Communicate to facilitate quality services to stakeholders	20
NSWTPLG401A	Contribute to a group research project	20
NSWTSFM401A	Apply strategies for building self esteem and personal effectiveness	25
NSWTSPG403A	Prepare and present complex information	20
NSWTTCH402A	Apply emerging technology to communicate with others	20
NSWTTMW401B	Communicate to facilitate work in a team	20

Group 4 COMMUNICATION AND TECHNOLOGY TOOLS UNITS - STAGE 1

At least 1 module/unit must be completed

Modules/Units	Name	Hrs	National Module(s)
BSBITU302A	Create electronic presentations	20	
BSBITU306A	Design and produce business documents	60	

BSBITU307A	Develop keyboarding speed and accuracy	50
BSBITU309A	Produce desktop published documents	50
CUFDIG303A	Produce and prepare photo images	40
CUFDIG304A	Create visual design components	40
ICPMM321C	Capture a digital image	50
ICPMM322C	Edit a digital image	40
ICPPP211C	Develop a basic design concept	40
ICPPP221C	Select and apply type	30
ICPPP224C	Produce pages using a page layout application	30
ICPPP225C	Produce graphics using a graphics application	40
ICPPP226B	Produce interactive PDF files	30
ICPPP227B	Produce online PDF files	30
ICPPP252C	Output images	20
ICPPP397A	Transfer digital files	40

NSWTTCH306B	Capture and use video footage to communicate in a context	20
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Group 5 GENERAL ELECTIVES UNITS - STAGE 1

You may choose electives from this group

Modules/Units	Name	Hrs	National Module(s)
BSBADM307B	Organise schedules	15	
CUSRAD02A	Conduct research	20	
LGACORE105B	Work with others in local government	18	
NSWTCOM304A	Consult with an Aboriginal community to develop a product or service.	20	
NSWTINT501A	Identify and respond to opportunities to build capability	20	
NSWTINT502A	Facilitate workplace rights and responsibilities in a context	20	
NSWTPLG402A	Initiate, plan and manage a project to build capability in an industry or community context	30	
NSWTPSS401A	Contribute to personal safety and security strategies	20	
NSWTSFM402A	Participate in and evaluate work placement or work experience	40	
NSWTSFM501A	Research career opportunities and prepare a job application	25	
NSWTSPG404A	Facilitate storytelling to build capability and shared understanding	30	

NSWTSUS401B	Contribute to environmental and social sustainability strategies in work and community contexts	20
NSWTSUS402B	Analyse legal and political frameworks in Australia	30
NSWTSUS501B	Facilitate strategies for natural, human and social sustainability	20
PSPGOV404B	Develop and implement work unit plans	35
PSPPM401B	Design simple projects	62

Group 6 STAGE 2 ELECTIVE UNITS OF COMPETENCY

At least 305 hours of module/units must be completed

Subgroup 1 STAGE 2 WRITING ELECTIVES

You may choose electives from this group

Modules/Units	Name	Hrs	National Module(s)
BSBADM301B	Produce texts from shorthand notes	140	
BSBADM303B	Produce texts from audio transcription	30	
NSWTCOM501A	Apply editing standards to edit texts	30	
NSWTCOM517A	Apply language skills to communicate in a context	40	
NSWTMCN503B	Create and apply promotional material	50	
NSWTMCN505B	Create and develop features or non-fiction texts	40	
NSWTSPG503A	Coordinate a complex presentation	20	

NSWTTCH501A	Evaluate and respond to texts in digital and online contexts	40
NSWTTCH503A	Coordinate the creation of texts in digital and online contexts	20
NSWTWTG501A	Create technical documents	20
NSWTWTG503A	Research write and publish reports	20

Subgroup 2 COMMUNICATION AND TECHNOLOGY TOOLS FOR PUBLICATION

You may choose electives from this group

Modules/Units	Name	Hrs	National Module(s)
CUFCAM201A	Assist with a basic camera shoot	50	
CUFCAM402A	Shoot television content in a multicamera environment	50	
CUFDIG301A	Prepare video assets	40	
CUFDIG401A	Author interactive media	50	
CUFDIG402A	Design user interfaces	50	
CUFDIG505A	Design information architecture	60	
CUFIMA01A	Produce and manipulate digital images	36	
CUFIMA03A	Create 2D digital animation	60	

ICAB4135B	Create a simple mark-up language document to specification	20
ICAB4169B	Use development software and IT tools to build a basic website	20
ICAB5165B	Create dynamic web pages	30
ICAD4209B	Write content for web pages	20
ICAI4189B	Ensure website content meets technical protocols and standards	30
ICAU3126B	Use advanced features of computer applications	30
ICPMM344C	Manipulate and incorporate audio into multimedia presentations	40
ICPMM346C	Incorporate video into multimedia presentations	40

Subgroup 3 STAGE 2 ADVANCED INTERPERSONAL SKILLS

You may choose electives from this group

Modules/Units	Name	Hrs	National Module(s)
NSWTCOM503A	Apply a communication strategy to manage change	20	
NSWTCOM509A	Communicate effectively to conduct interviews	20	
NSWTCOM512A	Apply strategies to communicate with people in Humanitarian and refugee context	20	
NSWTCOM513A	Apply a negotiation strategy in an individual or group context	20	

NSWTCOM514A	Communicate to maintain client and stakeholder relationship	20
NSWTCOM516A	Apply inclusive practices to plan and conduct meetings or events	20
NSWTSPG501A	Deliver a speech in public	20
NSWTTCH502A	Use emerging technology to provide leadership in an online network or community	20
NSWTTCH504A	Respond to issues associated with the development of a digital identity	20
NSWTTMW501B	Apply communication skills to lead a team	20
SRSCOP002B	Plan for and participate in a media interview	15
SRSCOP015B	Prepare a public speaking presentation for informative, motivational and persuasive talks	12

Subgroup 4 STAGE 2 MANAGING EVENTS AND PRODUCTIONS

You may choose electives from this group

Modules/Units	Name	Hrs	National Module(s)
BSBPMG510A	Manage projects	60	
CUEFIN01C	Develop a budget	20	
CUEFIN02C	Manage a budget	20	
CUSADM10A	Establish and manage contracts	18	

PSPGOV402B	Deliver and monitor service to clients	30
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Subgroup 5 STAGE 2 OTHER ELECTIVES

You may choose electives from this group

Modules/Units	Name	Hrs	National Module(s)
CUFAIR02A	Conduct an interview	54	
CUSADM08A	Address copyright requirements	20	
CUSADM09A	Address legal and administrative requirements	27	
NSWTPSS501A	Facilitate personal safety and security	20	
PSPETHC501B	Promote the values and ethos of public service	20	
PSPGOV503B	Coordinate resource allocation and usage	30	
PSPPM501B	Design complex projects	62	
PSPPM502B	Manage complex projects	62	
PSPPM503B	Close complex projects	62	

Group 7 ENRICHMENT

You may choose modules/units from this group but they do not count towards course completion

Modules/Units	Name	Hrs	National Module(s)
BSBITU102A	Develop keyboard skills	30	

ICAU1128B	Operate a personal computer	15
ICAU1130B	Operate a spreadsheet application	15
ICAU1131B	Operate a database application	20
ICAU1132B	Operate a presentation package	15
ICAU1204B	Locate and use relevant online information	20
ICAU1215B	Use personal productivity tool	20

Requirements to receive the qualification

To achieve the qualification Diploma of Communication and Media (9075), participants must complete all core units in Group 1 and a total of 632 hours of electives which is made up of one unit each from Groups 2, 3, 4 and 305 hours of electives from Group 6; and the remaining hours may be chosen from Groups 2, 3, 4, 5, and 6.