

# INFORMATION TECHNOLOGY

In addition to the more generic and well-known information technology IT occupations such as analysis and programming, various other professional groups work in the IT industry. Computing professionals perform a variety of tasks depending on their area of specialisation.

## Typical Duties:

- Provide advice to clients
- Care for computer hardware
- Run standard diagnostic tests
- Install and optimise operating system software
- Connect internal hardware components
- Provide basic system administration
- Maintain equipment and software in working order
- Detect and protect from spam and destructive software

## Ideal Personal Requirements to gain traineeship:

- Ability to work well as a member of a team
- Ability to communicate well, both orally and in writing
- Logical and analytical approach to solving problems
- Systematic and methodical working style (for jobs in computer testing)
- Strong skills in working relationships and in business development (for jobs in IT consulting)
- Excellent written communication skills (for jobs in technical writing)
- There are no minimum entry requirements into this job. However, some employers require completion of VCE, including IT subjects

## Education & training to become qualified:

- 12 month full time traineeship
- Training is usually conducted on the job, with a TAFE representative coming along every 6-8 weeks with workbooks and assignments for the trainee to complete.