

Diploma of Information Technology (E-Learning)

Description

This qualification provides the skills and knowledge for an individual to administer and manage information and communications technology (ICT) support in small-to-medium enterprises (SMEs) using a wide range of general ICT technologies.

Job roles

Job roles and titles vary across different sectors. Possible job titles relevant to this qualification include IT Office Manager, General Application Support Officer, IT executive, IT administrator, and Network administrator.

| Employability Skills – Qualification Summary | |
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| The following table contains a summary of the employability skills for this qualification. The employability skills facets described here are broad industry requirements | |
| <u>Employability skill</u> | <u>Industry/enterprise requirements for this qualification include:</u> |
| Communication | <ul style="list-style-type: none"> ▶ communicating with business contacts to promote the goals and objectives of the business ▶ obtaining feedback from colleagues and clients |
| Teamwork | <ul style="list-style-type: none"> ▶ leading, planning and supervising the performance of team members to develop team cohesion and to foster innovative work practices |
| Problem-solving | <ul style="list-style-type: none"> ▶ accessing and assessing information for accuracy and relevance ▶ developing strategies for minimising risks |
| Initiative and enterprise | <ul style="list-style-type: none"> ▶ identifying networking opportunities and developing operational strategies to ensure the viability of the business ▶ instigating new or different work practices to improve productivity or service delivery |
| Planning and organising | <ul style="list-style-type: none"> ▶ allocating work to meet time and budget constraints ▶ developing plans and schedules |
| Self-management | <ul style="list-style-type: none"> ▶ prioritising tasks |
| Learning | <ul style="list-style-type: none"> ▶ participating in professional networks and associations to obtain and maintain personal knowledge and skills ▶ systematically identifying learning and development needs |
| Technology | <ul style="list-style-type: none"> ▶ using business technology to access, organise and monitor information |

Duration: 12 Months

Qualification Entry Requirements

Academic

- Obtained at least D for any 1 A Level subject or
- 12 years of formal education or equivalent

English Proficiency

- IELTS 5.5 or
- AAC EFL Level-5 or
- AAC Certificate in Business English or any other equivalent qualification

Minimum age: 17 years old

Qualification Modules

Part time

| # | Code | Module Name | Competency Code* | Competency Name* | Face to Face Contact Hours | Independent Learning Hours | Assessment Preparation Hours |
|---|--------|---|------------------|--|----------------------------|----------------------------|------------------------------|
| 1 | DIT104 | ICT Business Analysis | ICTICT523 | Gather data to identify business requirements | 30 | 55 | 40 |
| | | | ICTICT517 | Match ICT needs with the strategic direction of the organisation | | | |
| 2 | DIT105 | Web Programming | ICTWEB513 | Build dynamic websites | 30 | 55 | 40 |
| | | | ICTWEB514 | Create dynamic web pages | | | |
| 3 | DIT106 | Operating System Configurations and Tools | ICTSAS518 | Install and upgrade operating systems | 30 | 55 | 40 |
| | | | ICTSAS530 | Use network tools | | | |
| | | | ICTNWK540 | Design, build and test network servers | | | |
| 4 | DIT108 | ICT System Security | ICTNWK550 | Design ICT system security controls | 45 | 40 | 40 |
| 5 | DIT109 | Object Oriented Programming | ICTPRG549 | Apply intermediate object-oriented language skills | 30 | 55 | 40 |
| 6 | DIT113 | Database Management | ICTDBS506 | Design databases | 45 | 40 | 40 |
| | | | ICTDBS507 | Integrate databases with websites | | | |

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| 7 | DIT114 | Project Management | ICTPMG613 | Manage ICT project planning | 45 | 40 | 40 |
| | | | ICTPMG617 | Plan and direct complex ICT projects | | | |
| 8 | DIT115 | Workplace Cyber Security | BSBXCS402 | Promote workplace cyber security awareness and best practices | 45 | 40 | 40 |
| 9 | DIT116 | Cyber Security | ICTICT424 | Address cyber security requirements | 30 | 55 | 40 |
| | | | BSBXCS404 | Contribute to cyber security risk management | | | |
| 10 | DIT117 | Develop Concepts | BSBCRT512 | Originate and develop concepts | 30 | 55 | 40 |
| 11 | DIT118 | Apply IP, Ethics and Privacy | ICTICT532 | Apply IP, ethics and privacy in ICT environments | 45 | 40 | 40 |
| 12 | DIT119 | Team Leadership and Client Relations | BSBXTW401 | Lead and facilitate a team | 30 | 55 | 40 |
| | | | ICTSAS527 | Manage client problems | | | |
| | | | | | 360 | 660 | 480 |
| * Competency Code and Competency Name are taken from the 'ICT50220 - Diploma of Information Technology (Release 2)' | | | | | Total 1500 learning hours | | |

| Synopsis | | | |
|---|-------------------------|--|--|
| Module Name | Competency Code* | Competency Name* | Description |
| ICT Business Analysis | ICTICT523 | Gather data to identify business requirements | This unit describes the skills and knowledge required to identify, analyse and document business requirements. |
| | ICTICT517 | Match ICT needs with the strategic direction of the organisation | This unit describes the skills and knowledge required to ensure information and communications technology (ICT) products and systems match the strategic direction of the organisation |
| Web Programming | ICTWEB513 | Build dynamic websites | This unit describes the skills and knowledge required to analyse and design websites to meet technical requirements. |
| | ICTWEB514 | Create dynamic web pages | This unit describes the skills and knowledge required to produce both server and client-side content for web pages |
| Operating System Configurations and Tools | ICTSAS518 | Install and upgrade operating systems | This unit describes the skills and knowledge required to maintain, install new and upgrade existing operating systems (OS) in a medium to large organisation. |
| | ICTSAS530 | Use network tools | This unit describes the skills and knowledge required to select, operate and test an array of networking tools to maintain high security networks. |
| | ICTNWK540 | Design, build and test network servers | This unit describes the skills and knowledge required to design, install and test servers in complex network |

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| | | | environments. |
| ICT System Security | ICTNWK550 | Design ICT system security controls | This unit describes the skills and knowledge required to design the security controls that confirm that an Information and Communications Technology (ICT) system is both physically and legally secure. |
| Object Oriented Programming | ICTPRG549 | Apply intermediate object-oriented language skills | This unit describes the skills and knowledge required to undertake intermediate level programming tasks using an object-oriented programming language. |
| Database Management | ICTDBS506 | Design databases | This unit describes the skills and knowledge required to establish client needs and technical requirements and to design a database that meets identified requirements. |
| | ICTDBS507 | Integrate databases with websites | This unit describes the skills and knowledge required to integrate a database with a website. It applies to those employed as web software and database developers and responsible for creating data-driven web applications. |
| Project Management | ICTPMG613 | Manage ICT project planning | This unit describes the skills and knowledge required to plan and manage an Information and Communications Technology (ICT) project in small, medium and large organisations. |
| | ICTPMG617 | Plan and direct complex ICT projects | This unit describes the skills and knowledge required to identify, plan, control and finalise complex information and communications technology (ICT) projects |
| Workplace Cyber | BSBXCS402 | Promote workplace cyber security | This unit describes the skills and knowledge required to |

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| Security | | awareness and best practices | promote cyber security in a work area. |
| Cyber Security | ICTICT424 | Address cyber security requirements | This unit describes the skills and knowledge required to determine the cyber security requirements of an organisation and use a range of resources to protect valuable assets. |
| | BSBXCS404 | Contribute to cyber security risk management | This unit describes the skills and knowledge required to contribute to cyber security risk management, which includes assisting in developing and managing associated risk management strategies. |
| Develop Concepts | BSBCRT512 | Originate and develop concepts | This unit describes the skills and knowledge required to originate and develop concepts for products, programs, processes or services to an operational level. |
| Apply IP, Ethics and Privacy | ICTICT532 | Apply IP, ethics and privacy in ICT environments | This unit describes the skills and knowledge required to maintain professional and ethical conduct, as well as to ensure that personal information of stakeholders is handled in a confidential and professional manner when dealing with stakeholders in an Information and Communications Technology (ICT) environment. |
| Team Leadership and Client Relations | BSBXTW401 | Lead and facilitate a team | This unit describes the skills and knowledge required to effectively lead and facilitate a team in a workplace within any industry. |

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| | ICTSAS527 | Manage client problems | This unit describes the skills and knowledge required to liaise and support clients to manage and resolve problems in an Information and Communications Technology (ICT) environment. |
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Assessment Arrangements

| Competency Code | Competency Name | Demonstration | Practical | Activities | Observation | Role play | Case study/Scenario Questions and Answers | Project/Report | Presentation, | Portfolio/Journal | Online |
|-----------------|--|---------------|-----------|------------|-------------|-----------|---|----------------|---------------|-------------------|--------|
| ICTICT523 | Gather data to identify business requirements | | ✓ | ✓ | | | ✓ | ✓ | | | ✓ |
| ICTICT517 | Match ICT needs with the strategic direction of the organisation | | ✓ | ✓ | | | ✓ | ✓ | | | ✓ |
| ICTWEB513 | Build dynamic websites | | ✓ | ✓ | | | ✓ | ✓ | | | ✓ |
| ICTWEB514 | Create dynamic web pages | | ✓ | ✓ | | | ✓ | ✓ | | | ✓ |
| ICTSAS518 | Install and upgrade operating systems | | | ✓ | | | ✓ | ✓ | | | ✓ |
| ICTSAS530 | Use network tools | | | ✓ | | | ✓ | ✓ | | | ✓ |
| ICTNWK540 | Design, build and test network servers | | ✓ | ✓ | | | ✓ | ✓ | | ✓ | ✓ |
| ICTNWK550 | Design ICT system security controls | | ✓ | ✓ | | | ✓ | ✓ | | | ✓ |

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| ICTPRG549 | Apply intermediate object-oriented language skills | | ✓ | ✓ | | | ✓ | ✓ | ✓ | | ✓ | ✓ |
| ICTDBS506 | Design databases | | ✓ | ✓ | | | ✓ | ✓ | ✓ | | ✓ | ✓ |
| ICTDBS507 | Integrate databases with websites | ✓ | ✓ | ✓ | | | ✓ | ✓ | ✓ | | | ✓ |
| ICTPMG613 | Manage ICT project planning | ✓ | ✓ | ✓ | | | ✓ | ✓ | ✓ | | ✓ | ✓ |
| ICTPMG617 | Plan and direct complex ICT projects | ✓ | ✓ | ✓ | | | ✓ | ✓ | ✓ | | | ✓ |
| BSBXCS402 | Promote workplace cyber security awareness and best practices | ✓ | ✓ | ✓ | | | ✓ | ✓ | ✓ | | | ✓ |
| ICTICT424 | Address cyber security requirements | ✓ | ✓ | ✓ | | | ✓ | | ✓ | | | ✓ |
| BSBXCS404 | Contribute to cyber security risk management | | ✓ | ✓ | | | ✓ | | ✓ | | ✓ | ✓ |
| BSBCRT512 | Originate and develop concepts | | | ✓ | | | ✓ | | ✓ | | ✓ | ✓ |
| ICTICT532 | Apply IP, ethics and privacy in ICT environments | | | ✓ | | | ✓ | | ✓ | | ✓ | ✓ |
| BSBXTW401 | Lead and facilitate a team | | | ✓ | | | ✓ | | ✓ | | ✓ | ✓ |
| ICTSAS527 | Manage client problems | | | ✓ | | | ✓ | | ✓ | | ✓ | ✓ |

The assessment objectives tested in these modules are broadly categorised in the following hierarchical order:

1. **Knowledge:** Exhibit memory of previously learned materials by recalling facts, terms, basic concepts and answers
2. **Comprehension:** Demonstrate understanding of facts and ideas by organizing, comparing, translating, interpreting, giving descriptions, and stating the main ideas
3. **Application:** Using new knowledge. Solve problems in new situations by applying acquired knowledge, facts, techniques and rules in a different way
4. **Analysis:** Examine and break information into parts by identifying motives or causes. Make inferences and find evidence to support generalizations
5. **Evaluation:** Present and defend opinions by making judgments about information, validity of ideas or quality of work based on a set of criteria

Specification Grid

The relationship between the assessment objectives and components of the scheme of assessment is as follows

| Knowledge | Comprehension | Application | Analysis | Evaluation |
|-----------|---------------|-------------|----------|------------|
| 20% | 20% | 20% | 30% | 10% |

The assessment objectives are weighted to give an indication of their relative importance. They are not intended to provide a precise statement of the number of marks in particular skills.

| Code | Name of the module | Assessment 1 | Assessment 2 |
|-------------|---|---------------------|---------------------|
| DIT104 | ICT Business Analysis | 50% | 50% |
| DIT105 | Web Programming | 50% | 50% |
| DIT106 | Operating System Configurations and Tools | 50% | 50% |
| DIT108 | ICT System Security | 50% | 50% |
| DIT109 | Object Oriented Programming | 50% | 50% |
| DIT113 | Database Management | 50% | 50% |
| DIT114 | Project Management | 50% | 50% |
| DIT115 | Workplace Cyber Security | 50% | 50% |
| DIT116 | Cyber Security | 50% | 50% |
| DIT117 | Develop Concepts | 50% | 50% |
| DIT118 | Apply IP, Ethics and Privacy | 50% | 50% |
| DIT119 | Team Leadership and Client Relations | 50% | 50% |

Graduation Requirement:

In order to be awarded the Diploma of Information Technology, a student must obtain at least a **Pass Grade** in all the modules within the eligibility period of 2 years from the original completion date.