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	
The following table contains a summary of the employability skills for this qualification. The employability skills facets described here are broad industry requirements	
Employability skill	Industry/enterprise requirements for this qualification include:
Communication	‣ communicating with business contacts to promote the goals and objectives of the business ‣ obtaining feedback from colleagues and clients
Teamwork	‣ leading, planning and supervising the performance of team members to develop team cohesion and to foster innovative work practices
Problem-solving	‣ accessing and assessing information for accuracy and relevance ‣ developing strategies for minimising risks
Initiative and enterprise	‣ 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	‣ allocating work to meet time and budget constraints ‣ developing plans and schedules
Self-management	‣ prioritising tasks
Learning	‣ participating in professional networks and associations to obtain and maintain personal knowledge and skills ‣ systematically identifying learning and development needs
Technology	‣ 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	DIT101	Network Topologies	ICTNWK516	Determine best-fit topology for a local network	30	55	40
			ICTNWK517	Determine best-fit topology for a wide area network			
2	DIT102	System Analysis	ICTSAD501	Model data objects	30	55	40
			ICTSAD502	Model data processes			
3	DIT103	Workplace Safety & Sustainability	BSBSUS501	Develop workplace policy and procedures for sustainability	30	55	40
			BSBWHS501	Ensure a safe workplace			
4	DIT104	ICT Business Analysis	ICTICT509	Gather data to identify business requirements	30	55	40
			ICTICT511	Match ICT needs with the strategic direction of the enterprise			

5	DIT105	Web Programming	ICTWEB411	ICTWEB411 Produce basic client-side script for dynamic web page	30	55	40
			ICTWEB502	ICTWEB502 Create dynamic web pages			
6	DIT106	Operating System Configuration and Tools	ICTSAS518	Install and upgrade operating systems	30	55	40
			ICTSAS517	Use network tools			
7	DIT107	Network Server Design	ICTNWK505	Design, build and test a network server	30	55	40
8	DIT108	ICT System Security	ICTNWK520	Design ICT system security controls	30	55	40
9	DIT109	Object Oriented Programming	ICTPRG527	Apply intermediate object-oriented language skills	30	55	40
10	DIT110	Project Design and Planning	ICTSAD505	Develop technical requirements for business solutions	30	55	40
11	DIT111	Project Development	ICTICT603	Manage the use of appropriate development methodologies	30	55	40
			ICTPRG602	Manage the development of technical solutions from business specifications			
12	DIT112	Project Implementation	ICTSAS601	Implement change management processes	30	55	40

		ICTSAD504	Implement quality assurance processes for business solutions			
				360	**660**	**480**
*Competency Code and Competency Name are taken from the ICT50115 - Diploma of Information Technology (Release 1)				**Total 1500 learning hours**		

Synopsis			
Module Name	**Competency Code***	**Competency Name***	**Description**
Network Topologies	ICTNWK516	Determine best-fit topology for a local network	This unit describes the skills and knowledge required to determine the most appropriate way of networking computers to meet user needs and business requirements.
	ICTNWK517	Determine best-fit topology for a wide area network	This unit describes the skills and knowledge required to identify the best way computers and local area networks (LANs) can be connected to make a wide area network (WAN).
System Analysis	ICTSAD501	Model data objects	This unit describes the skills and knowledge required to understand business operations, identify entities and data, diagrammatically represent their relationships, and prepares a data model.

	ICTSAD502	Model data processes	This unit describes the skills and knowledge required to gather process data and business information in order to model data processes within an organization.
Workplace Safety & Sustainability	BSBSUS501	Develop workplace policy and procedures for sustainability	This unit describes the skills and knowledge required to develop and implement a workplace sustainability policy and to modify the policy to suit changed circumstances.
	BSBWHS501	Ensure a safe workplace	This unit describes the skills and knowledge required to establish, maintain and evaluate the organization's work health and safety (WHS) policies, procedures and programs in the relevant work area, according to WHS legislative requirements. It takes a systems approach and addresses compliance with relevant legislative requirements.
ICT Business Analysis	ICTICT509	Gather data to identify business requirements	This unit describes the skills and knowledge required to identify, analyze and document business requirements.
	ICTICT511	Match ICT needs with the strategic direction of the enterprise	This unit describes the skills and knowledge required to ensure information and communications technology (ICT) services meet current and future internal operational enterprise requirements.
Web Programming	ICTWEB411	Produce basic client-side script for dynamic web page	This unit describes the skills and knowledge required to develop interactive and engaging websites, using a

			range of features from various, appropriate languages.
	ICTWEB502	Create dynamic web pages	This unit describes the skills and knowledge required to produce both server and client-side content.
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 organization.
	ICTSAS517	Use network tools	This unit describes the skills and knowledge required to use tools to assist in managing a network effectively.
Network Server Design	ICTNWK505	Design, build and test a network server	This unit describes the skills and knowledge required to design, install and test a server in a complex network environment.
ICT System Security	ICTNWK520	Design ICT system security controls	This unit describes the skills and knowledge required to design the security controls that ensure information and communications technology (ICT) system is both physically and legally secure.
Object Oriented Programming	ICTPRG527	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.
Project Design and Planning	ICTSAD505	Develop technical requirements for business solutions	This unit describes the outcomes, skills and knowledge required to develop technical and related requirements that will enable business solutions to be implemented

			in an organization.
Project Development	ICTICT603	Manage the use of appropriate development methodologies	This unit describes the skills and knowledge required to nominate the most appropriate traditional or non-traditional systems development methodologies for use by a team.
	ICTPRG602	Manage the development of technical solutions from business specifications	This unit describes the skills and knowledge required to manage the process of compiling client business specifications, to produce business solutions for consideration.
Project Implementation	ICTSAS601	Implement change management processes	This unit describes the skills and knowledge required to apply techniques that facilitate the planning, implementation and monitoring of information and communications technology (ICT) change.
	ICTSAD504	Implement quality assurance processes for business solutions	This unit describes the skills and knowledge required to define and implement quality assurance processes and procedures to ensure that business solutions achieve quality performance expectations.

Assessment Arrangements

Competency Code	Competency Name	Demonstration	Practical	Activities	Observation	Role play	Case study/Scenario	Questions and Answers	Project/Report	Presentation,	Portfolio/Journal	Online
ICTNWK516	Determine best-fit topology for a local network		✓	✓			✓		✓			✓
ICTNWK517	Determine best-fit topology for a wide area network		✓	✓			✓		✓			✓
ICTSAD501	Model data objects		✓	✓			✓	✓	✓			✓
ICTSAD502	Model data processes		✓	✓			✓	✓	✓			✓
BSBSUS501	Develop workplace policy and procedures for sustainability			✓			✓	✓	✓			✓
BSBWHS501	Ensure a safe workplace			✓			✓	✓	✓			✓
ICTICT509	Gather data to identify business requirements		✓	✓			✓	✓	✓		✓	✓
ICTICT511	Match ICT needs with the strategic direction of the enterprise		✓	✓			✓	✓				✓
ICTWEB411	Produce basic client-side script for dynamic web page		✓	✓			✓	✓	✓		✓	✓
ICTWEB502	Create dynamic web pages		✓	✓			✓	✓	✓		✓	✓
ICTSAS518	Install and upgrade operating systems	✓	✓	✓			✓	✓	✓			✓
ICTSAS517	Use network tools	✓	✓	✓			✓	✓	✓		✓	✓
ICTNWK505	Design, build and test a network server	✓	✓	✓			✓	✓	✓			✓
ICTNWK520	Design ICT system security controls	✓	✓	✓			✓	✓	✓			✓
ICTPRG527	Apply intermediate object-oriented language skills	✓	✓	✓			✓		✓			✓

ICTSAD505	Develop technical requirements for business solutions		✓	✓			✓		✓		✓	✓
ICTICT603	Manage the use of appropriate development methodologies			✓			✓		✓		✓	✓
ICTPRG602	Manage the development of technical solutions from business specifications			✓			✓		✓		✓	✓
ICTSAS601	Implement change management processes			✓			✓		✓		✓	✓
ICTSAD504	Implement quality assurance processes for business solutions			✓			✓		✓		✓	✓

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
DIT101	Network Topologies	50%	50%
DIT102	System Analysis	50%	50%
DIT103	Workplace Safety & Sustainability	50%	50%
DIT104	ICT Business Analysis	50%	50%
DIT105	Web Programming	50%	50%
DIT106	Operating System Configurations and Tools	50%	50%
DIT107	Network Server Design	50%	50%
DIT108	ICT System Security	50%	50%
DIT109	Object Oriented Programming	50%	50%
DIT110	Project Design and Planning	50%	50%
DIT111	Project Development	50%	50%
DIT112	Project Implementation	50%	50%

Graduation Requirement:

In order to be awarded the Diploma of Information Technology (E-Learning), 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.