Diploma of Information Technology

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 3 GCE O-Level subjects OR
- Higher National ITE Certificate (Higher Nitec) OR
- 10 years of formal education or equivalent OR
- Mature candidates (≥30 years old with 8 years work experience)

English Proficiency
- IELTS 5.0 OR
- AAC EFL Level 4 or equivalent OR
- Pass AAC English proficiency test

Minimum age: 16 years old

Qualification Modules

Full 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	45	40	40
			ICTICT517	Match ICT needs with the strategic direction of the organisation			
2	DIT105	Web Programming	ICTWEB513	Build dynamic websites	45	40	40
			ICTWEB514	Create dynamic web pages			
3	DIT106	Operating System Configurations and Tools	ICTSAS518	Install and upgrade operating systems	45	40	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	45	40	40
6	DIT113	Database Management	ICTDBS506	Design databases	45	40	40
			ICTDBS507	Integrate databases with websites			

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	45	40	40
			BSBXCS404	Contribute to cyber security risk management			
10	DIT117	Develop Concepts	BSBCRT512	Originate and develop concepts	45	40	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	45	40	40
			ICTSAS527	Manage client problems			
					540	480	480

* Competency Code and Competency Name are taken from the ICT50220 - Diploma of Information Technology (Release 2)	**Total 1500 learning hours**

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			
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	This unit describes the skills and knowledge required to

		servers	design, install and test servers in complex network 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 Security	BSBXCS402	Promote workplace cyber security awareness and best practices	This unit describes the skills and knowledge required to 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

	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.
			any industry.

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			✓			✓	✓	✓			

Code	Unit										
ICTNWK540	Design, build and test network servers		✓	✓			✓	✓	✓		✓	
ICTNWK550	Design ICT system security controls		✓	✓			✓	✓				
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%

Marks and Grades
The infographic below shows the academic grading of this course with the breakdown of marks.

HD
85 - 100

D
75 - 84

C
65 - 74

P
50 - 64

F
30 - 49

FF
0 - 29
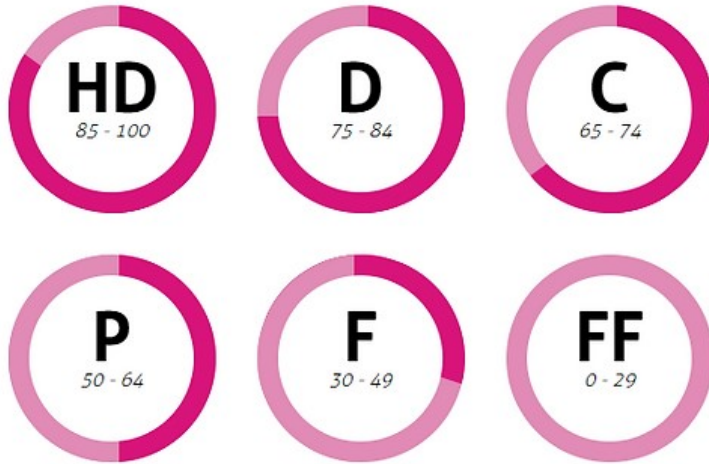
Graduation Requirement:
In order to be awarded the Diploma of Information Technology, a student must obtain at least a Pass Grade in all the modules within the eligibility period of 2 years from the original completion date.

Certificate will be awarded by Academies Australasia College.