## ICT50220 Diploma of Information Technology

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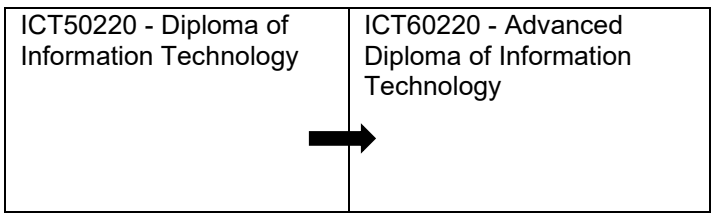
| **Qualification** | ICT50220 - Diploma of Information Technology |
| **CRICOS Course Code** | 106000H |
| **Purpose** | This qualification reflects the role of individuals in a variety of information and communications technology (ICT) roles who have established specialised skills in a technical ICT function.<br>Individuals in these roles carry out moderately complex tasks in a specialist field, working independently, as part of a team or leading a deliverable with others. They may apply their skills across a wide range of industries, business functions and departments, or as a business owner (sole trader/contractor). |
| **Course Provider** | Angel Investments Group Pty Ltd T/A Sacred Heart International College<br>RTO ID: 45168<br>CRIICOS ID: 03606A<br>Phone: 03 9453 8330 Email: bhallinder@shic.vic.edu.au |
| **Delivery Mode** | Face to Face - classroom based |
| **Delivery Site/Location** | Level 3, 271 - 281 Bourke Street, Melbourne Victoria 3000 |
| **Course Duration** | **78 weeks (66 weeks training and 12 weeks break)** |
| **Career Outcomes** | Once you have successfully completed the ICT50220 - Diploma of Information Technology (Business Analysis) you can apply for jobs across the wide range of industries, which may include:<br>• ICT Systems Administrator<br>• Junior Business Analyst<br>• IT Support Analyst/Technician<br>• Assistant IT Manager<br>• ICT Consultant |
| **Education Pathways** | The further study pathways available to students who undertake this qualification include:<br>  |

**Units of Competency**

The ICT50220 - Diploma of Information Technology (Business Analysis) requires the completion of the following 20 units (including 6 core and 14 electives).

| CODE | Unit Title | Type |
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| ICTICT517 | Match ICT needs with the strategic direction of the organisation | Core |
| BSBCRT512 | Originate and develop concepts | Core |
| BSBXCS402 | Promote workplace cyber security awareness and best practices | Core |
| BSBXTW401 | Lead and facilitate a team | Core |
| ICTICT532 | Apply IP, ethics and privacy policies in ICT environments | Core |
| ICTSAS527 | Manage client problems | Core |
| ICTSAD507 | Design and implement quality assurance processes for business | Elective |
| ICTSAD508 | Develop technical requirements for business solutions | Elective |
| ICTSAD509 | Produce ICT feasibility reports | Elective |
| ICTSAS502 | Establish and maintain client user liaison | Elective |
| ICTSAS526 | Review and update disaster recovery and contingency plans | Elective |
| ICTICT523 | Gather data to identify business requirements | Elective |
| ICTICT443 | Work collaboratively in the ICT industry | Elective |
| BSBPMG532 | Manage project quality | Elective |
| BSBPMG536 | Manage project risk | Elective |
| BSBPMG537 | Manage project procurement | Elective |
| ICTICT526 | Verify client business requirements | Elective |
| ICTICT518 | Research and review hardware technology options for organisations | Elective |
| ICTICT529 | Organise and lead agile projects | Elective |
| ICTPMG505 | Manage ICT projects | Elective |

**Pre-requisites**

There are no pre-requisites for or any of the units of competency contained within it.

**Entry Requirements**

There are no mandated entry requirements set by the training package for this qualification, however SHIC has its own entry requirements as laid below.

**Age Requirements**
Sacred Heart International College requires that all students must be 18 years of age or above at the commencement of course.

**Prior Achievement Requirements:**

Completed Year 12 in Australia /secondary education in the student's home country equivalent to an Australian Year 12 qualification.

**LLN Requirements**

- The qualification has been analysed against the skill level requirements of the Australian Core Skills Framework (ACSF) and recorded in Diploma of Information technology ACSF Profile. Students entering this qualification will

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| | have their LLN skills compared to the ACSF levels of the course to determine if there are specific support requirements needed and make a recommendation about the suitability of the student to enroll.<br>• The qualification has been analysed to determine the Australian Core Skills Framework (ACSF) levels of Learning, Reading, Writing, Oral Communication and Numeracy. This is detailed in Diploma of Information Technology ACSF profile<br>• See the student and learning support policy<br><br>**English Language Requirements**<br><br>All students entering this qualification must have the following minimum score of an internationally recognized English Language proficiency tests or equivalent.<br>• IELTS overall band of 6 or<br>• TOEFL IBT test score band of 60-78 equivalents or<br>• PTE Academic band score equivalent or 50-57<br>• Satisfactory completion of General English – Upper intermediate level or<br>• Successful completion of Certificate III in Spoken and Written English (10725NAT) or equivalent course or<br>• Successful completion of Senior Secondary certificate of education in Australia conducted in English or<br>• Completion of full-time studies in Australia towards a Certificate IV or above or a foundation course or<br>• Student's first language is English or<br>• Student was educated for 5 years in an English-speaking country.<br>If there are doubts about the student's English language skills to cope in an academic environment and if he/she cannot provide a satisfactory IELTS score or equivalent, the student will undergo the college English placement test and be required to complete it with a satisfactory result. |
| **Holiday Breaks/ Course Calendar** | • Course Calendars which detail the start and end dates of Course/s, Units, Holiday Breaks are advised at the time of enrolment in the form of course calendar for the starting course.<br>• It is further confirmed and explained at the time of student induction and at the start of the course by the trainer.<br>• Calendars are also displayed on the notice board and in the classroom<br>• It can be also requested by the students from their trainers and student support at any time in between duration of their respective course/s.<br>SHIC has rolling calendars and have multiple start dates for the convenience of students to accommodate students in packaged courses in order to have minimum study gaps between the courses. |

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| **Monitoring Course Progress** | SHIC monitors the academic progress of all students in line with its *Monitoring International Student Academic Progress Procedure*. A term is defined as 10 study weeks, and students must achieve competency in at least 50% of the units undertaken in each term.<br><br>Academic progress is reviewed on a regular basis, and students are advised early if their results indicate they are at risk. Where a student's progress falls below 50% in a term, a formal warning letter is issued, and an intervention plan is implemented.<br><br>If progress does not improve in the following term, a second warning is issued. Students who remain below 50% for two consecutive terms will receive a breach notice and may be reported to the Department of Home Affairs.<br><br>Before any report is made, students are informed of their right to access the complaints and appeals process. |
| **Reasonable adjustment** | Students who have special needs such as physical or mental impairment will be assisted through the learning via training and assessment resources. Reasonable adjustments will be applied and recorded on the assessment resources. |
| **Training Arrangements** | Class sessions are planned to ensure that you have a mixture of practical and theoretical components and those classes cater for a wide variety of learning styles. Additionally, workplace practices and environments will be regularly simulated and used to conduct skills-based assessments in accordance with unit requirements.<br><br>Students must attend 20 hours per week in the classroom<br><br>Homework tasks may include research, readings from related course material and continuing to work on assessment tasks.<br><br>Students are provided with a variety of course materials, including student assessments that comprise both knowledge and skill evaluations, learner guides, PowerPoint presentations, self-study guides, session plans, and various class activities. The classroom setting ensures that students have full access to the internet, whiteboards, and the support of a trainer and assessor, creating a comprehensive and supportive learning environment. |
| **Additional Support** | All students will complete a language literacy and numeracy assessment upon enrolment to determine their learning support needs. All students will be provided with a range of learning support options and resources to help you achieve competency. Where additional support needs have been identified an *Individual Support Plan* will be developed which may include:<br>• Mentoring from trainers<br>• Additional classes, tutorials and workshops<br>• Online support and exercises for some courses<br>• Computer and technology support<br>• Referral to external support services<br>• Reasonable adjustment to assessments<br>Provision of additional support services will be provided where necessary to enable students to participate in the same way as any other person regardless of whether support services have been required. |

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| **Assessment Arrangements** | Assessment will be conducted individually/in groups. You will be provided with a Student Assessment Booklet for each unit of competency which includes:<br>• A full description of all assessment tasks for the unit of competency<br>• Assessment instructions for each unit of competency<br>• Assessment resources for each unit of competency<br>• Details about when assessment will occur<br>• Details about assessment submission<br>There are a variety of assessment methods used for this qualification including:<br>• Written questions<br>• Projects<br>• Case studies<br>• Role Plays<br>• Research<br>• Reports<br><br>Students will be required to complete assessments both in class and in their own time. Trainers and assessors will provide detailed assessment requirements for each unit at the beginning of the delivery for that unit. Students will follow the assessor's instructions for submitting assessment tasks |
| **Course Credit** | SHIC can grant you credit towards your course for units of competency that you have already completed with another RTO or authorised issuing organisation. We can also grant you Credit for subjects or units you have completed where equivalence can be established between the unit in your course, and the subject or unit you have completed.<br>There is no charge to apply for Credit.<br>To apply, fill in the Credit Application Form and submit it as part of your enrollment.<br>*Please refer to your Student Handbook for more information on Course Credit. As an international student you should note that where you are granted credit this will reduce your course duration and you will be informed of this in writing. |
| **Recognition of Prior Learning (RPL)** | Recognition of Prior Learning (RPL) is a process where skills and knowledge that you have gained through work and life experience and other unrecognised training can be formally recognised.<br>SHIC has a process that has been structured to minimise the time and cost to applicants and provides a supportive approach to students wishing to take up this option. You should ideally apply for RPL at the time of enrolment but you may also apply up to 2 weeks into your course.<br>During the entry process and interview stage SHIC will discuss with you the process and options for RPL. Suitability is often determined on how much experience you have in a certain area, your work history and previous training. If RPL is determined as a possibility for you, you will be provided with a kit that will guide you in working through each unit to determine relevant skills and experience and identify whether you would be able to provide the required evidence.<br>A trainer/assessor will be available to assist you throughout this process.<br>*Please refer to your Student Handbook for more information on RPL. As an international student you should note that where you are granted RPL this will reduce your course duration and you will be informed of this in writing.<br>RPL:<br>RPL Costs: |

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| | Application Fee ($AU):250<br>Charge per unit of competency ($AU): 500 |
| **Costs** | Fee as Below:<br>Total Tuition Fees ($AU): 12,000<br>Payment Plan- As per the student written agreement<br>Non-refundable enrolment deposit (prior to commencement) $250<br><br>SHIC doesn't charge any material fee, any material required in relation to the course will be provided to the student.<br>Nationally Recognised Training does not occur under GST.<br>Students will only be eligible to receive their qualification if fees have been paid in full and all course requirements have been met.<br>*Please refer to your Student Handbook for our Fees and Refunds Policy. |
| **Re-assessment** | Course fees include up to two (2) attempts at assessment per task. If after second attempt, additional training and assessment will be required. This will incur the following cost per unit required to be re-assessed.<br>Reassessment Fee: $350<br>Repeat Unit Fees: $350 |
| **Inclusions** | Unless otherwise specified, tuition fees include all the training and assessment as well as required resources and textbooks for students to achieve the qualification or course in which they are enrolling.<br>**Additional charges apply if students require:**<br>● Additional copies of a student's qualification/record of results and/or statement of attainment. A cost of $50 per document applies and $10 if express post is required.<br>FEES INFORMATION RELEVANT TO EACH COURSE IS OUTLINED IN DETAIL ON THE STUDENT AGREEMENT AS WELL AS IN STUDENT HANDBOOK.<br>*OTHER COSTS (NOT INCLUDED) TO BE AWARE OF:*<br>Please refer to the student handbook for guidance in relation to budgeting and planning<br><br>● Notebooks/pens/laptops* or other general stationary required for students to complete their work.<br><br>* It will be compulsory for all students to bring, use, and connect their own devices to SHIC networks for use in their coursework at SHIC. For further details, please refer to the SHIC BYOD Policy and Procedure. |
| **Selection Process** | You will be required to complete a language, literacy and numeracy (LLN) assessment prior to finalising your enrolment to ensure that the course is suitable for you and that SHIC is able to meet your individual needs. The assessment includes a written test and an interview to complete the verbal component of the test.<br>If you do not achieve the required level in your LLN assessment SHIC will (where possible) provide student support measures. Where this is not possible your enrolment application will not be accepted in this instance and you will be referred to an appropriate external services or courses. You may reapply in the future once you have undertaken further language, literacy and numeracy skills training. |

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| **How to apply** | If you would like to inquire about ICT50220 - Diploma of Information Technology, please contact our office to obtain a Student Enrolment Form or go on our website at www.shic.vic.edu.au<br>Phone: 03 9453 8330<br>Email: apply@shic.vic.edu.au<br>Once we receive your completed forms, we will contact you to arrange an entry interview. |
| **Education Agents** | SHIC uses education agents to assist us in recruiting students. We have agreements with all of our Education Agents that ensure that all agents act in an ethical and honest manner, in the best interests of our key target group, international students, and to ensure that the reputation of the Australian international education sector is upheld. A list of the education agents with whom we have an agreement is included on our website:<br>www.shic.vic.edu.au |

**If you would like to discuss this course in more detail, please call us for a confidential discussion on 03 9453 8330. Course outline should be read in conjunction with SHIC's Student Handbook.**