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**ICA50305** **Diploma of Information Technology**  
**ICA40205** **(Systems Administration)**  
**CRICOS Course codes: 062493E and 062492F**

**Course**

This is a **2 YEARS** programme (80 weeks of tuition plus 18 weeks of holidays) leading to the Diploma of I.T. (Systems Administration). This programme is a package of Certificate IV (Support) (Database Administration) and Diploma of I.T. (Systems Administration) which provides a pathway of study for students to develop their foundation technical knowledge and skills in network and database systems prior to developing managerial and administration competencies. International students are required to undertake full-time course work with at least 20 hours/week of classroom attendance. Australian students may choose either a full-time or part-time course.

**Target Group**

This Diploma of I.T. course is targeted at people who seek the technical skills and management competencies required to undertake professional roles, with significant levels of responsibility, and manage projects in a medium to large scale enterprise within the I.T. industry. This course is also aimed at people who want to be self-directed in the learning of new knowledge and skills, and who want to learn how to determine business needs of clients and implement appropriate systems of installing, testing and maintaining I.T. systems, as well as maintain and guide work teams and project managing systems.

**Vocational Outcomes**

- Helpdesk operator
- Hardware technician
- Systems administrator/engineer
- Network administrator/engineer
- Database administrator
- IT/IS Manager

**Entry Requirements**

Successful completion of Year 11 or equivalent and appropriate knowledge of English are essential. The College normally requires an overall IELTS score of 5.5 or TOEFL score of 530. However, depending on the student's country of origin, there are additional English requirements the student may need to meet to obtain a student visa. For more information please check with the Department of Immigration and Citizenship (DIAC). There are prerequisite units required for enrolment into this programme. These units are:

BSBGMN106A	Follow workplace safety procedures
ICAD2012A	Design organisational documents using computing packages
ICAU1128A	Operate a personal computer
ICAU2005A	Operate computer hardware
ICAU2006A	Operate computing packages
ICAU2013A	Integrate commercial computing packages
ICAU2231A	Use computer operating system
ICAW2001A	Work effectively in an IT environment
ICAW2002A	Communicate in the workplace

**Students can achieve the requirement by completing ICA 20105 Certificate II in I.T. with these units imbedded or undertake a RPL (Recognition of Prior Learning) process.**

**Employability Skills Summary**

**Communication**

- \* communicating clear concepts and solutions to complex issues in an unambiguous manner to colleagues and clients
- \* using plain English literacy and communication skills in relation to analysis, evaluation and presentation of information, for example when developing policies and procedures
- \* using report writing skills for business, requiring depth in some areas, and analysis and evaluation of information, for example when developing supporting documentation regarding maintenance issues

**Teamwork**

- \* participating in teams concerned with planning and evaluation functions
- \* coordinating groups and teams

**Problem solving**

- \* analysing and planning approaches to technical problems or management requirements
- \* analysing error reports and making changes as required
- \* comparing service standards and infrastructure discrepancies, identifying gaps in existing service and providing solutions

**Initiative and enterprise**

- \* demonstrating creative skills in a range of complex situations
- \* participating in the development of strategic initiatives
- \* transferring and applying theoretical concepts and/or technical or creative skills to a range of situations

**Planning and organising**

- \* creating detailed task lists identifying the breakdown of the logical stages and sequence of work
- \* preparing plans and determining impact appraisal costs to manage protection of assets

**Self-management**

- \* taking personal responsibility and autonomy in performing complex technical operations and organising others

**Learning**

- \* instructing clients on the security shield and their responsibilities according to enterprise security plan

**Technology**

- \* identifying technology needs, sourcing, purchasing, using and testing system components including software and hardware

**Accreditation**

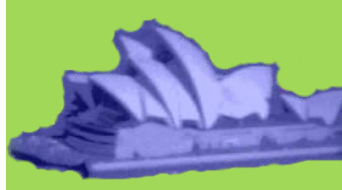
The courses in this programme are a part of a nationally recognised Training Package, and the above qualification will be issued upon successful completion of the course. This course is also approved under the Australian Qualifications Framework (AQF).

**Career Pathway (Articulation)**

Students who have successfully completed this programme of courses and wish to enhance their knowledge in this area, may undertake an Advanced Diploma in I.T. or a Bachelors Degree in a university. Depending on the courses chosen to further their knowledge, credit transfer of a maximum of one year full time University studies can apply, based on AQF status of the courses. Units in both Certificate IV and Diploma are used by universities for credit transfer calculations.

**Training methods**

All training includes face to face training of small groups, team projects, work shop activities, simulated workplace activities, computer based training (CBT) and e-learning through in-house and external servers.



*Dedicated  
 to achieving  
 excellence in  
 an environment  
 of integrity,  
 diversity and  
 tolerance.*



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### Assessment

The units are assessed as a matrix using the following assessment methods: tests, observation, project, role-play, portfolio analysis, interview, demonstration and presentation against the performance criteria and knowledge of the unit. The assessment will be conducted during and at the end of the unit delivery cluster and the total evidence will be used holistically to grade the student as "competent" or "not yet competent". The evidences submitted for assessment must be authentic, reliable, substantive and current. Students are entitled to one extra assessment event in case the first event was not successful.

### Notification of Academic Progress

1. For any units of competency successfully completed, the student will get immediate feedback on all units completed to that date.
2. The College will issue a statement of attainment of units completed for special requirements such as an application to university or for a change of visa status.
3. For Students who completed a course, the College will issue a Certificate or Diploma and an academic transcript.

### Further Study

The College provides access to career resources for students. Information and assistance will be provided to students by counsellors, teachers or the Director of Studies regarding further study or employment opportunities. The College has articulation offers from various Universities and Colleges

### Recognition of Prior Learning (RPL)

Actual duration and thus the tuition fee depend on the course requirements that the student needs to undertake.

Actual course requirements in turn depend on the relevant prior learning or experience which the student might have already acquired. Under such circumstances the student should contact the College for RPL before enrolling in the course. RPL can only be applied either before the start of the course or within the first week of starting the course.

Overseas students should note that granting RPL may result in the shortening of the actual duration of their course. The College is required to inform the actual duration to visa authorities instead of the duration given earlier. There is a fee for RPL service. Please check with the College for details.

### Features Of Oxford College

#### Location

Conveniently located in the heart of Sydney, Oxford College is well served by an excellent transport system including bus, train and light rail. It is surrounded by shopping centres, restaurants, theatre and sporting facilities.

#### The Facilities

The College provides the comprehensive facilities needed for successful study. In the classroom, we use educational equipment including overhead projectors, audio, video and CD players. Our college facilities include computer centres for both group and individual study.

### Flexible Learning and Assessment Procedures

#### Flexibility

The assessment will be at a time and place specified in advance. The assessment methods are adaptable to any special needs e.g. physical disabilities of students.

#### Fairness

The assessment will not require skills that are not relevant to the learning outcomes and competencies or that are of a higher level than the learning outcomes and competencies.

#### Access and Equity Policy

The College supports laws and policies which eliminate discrimination and harassment and promote fair treatment for all. The College recognises the need to:

- identify and remove structural barriers to access and equity in education and training
- encourage the customisation of training delivery to suit the needs of all students and which are sensitive to cultural differences.

### Provision For Language, Literacy and Numeracy Assessment

Language, literacy and numeracy skills underlie almost all areas of work to some extent. Language, literacy and numeracy competence may be central to satisfactory performance. Language, literacy and numeracy skills underpin all workplace communication and play an important part in the key competencies. The college will provide support for students who lack necessary language, literacy or numeracy skills, through our Specialty Language Centre.

### Discipline Policy

#### Aim

The aim of this policy is to provide a framework in which students can develop the self-discipline necessary to be responsible and effective students in the school community.

#### Objectives

Students will know and understand the following:

- their rights and responsibilities as students
- the requirements and conditions of student visas.

### Disciplinary Procedures

- Step 1. Students who breach a responsibility for the first time, are spoken to privately by the teacher or counsellor (when asked by the teacher) and the incident is recorded on the student's file.
- Step 2. If the problem recurs, the Director of Studies is notified and then interviews the student. Further notation is made on the student's file and the guardian will be notified.
- Step 3. If the problem continues, the student is sent a warning letter with copies to the:
  - Registrar
  - guardian
  - student file.

The student is also required to attend an interview with the Director of Studies and the Registrar.

### Orientation Procedures

An Orientation session is held immediately prior to the commencement of the course at which students should be advised of the following aspects of the program:

- Levels and units to be studied
- Course dates
- Course costs
- Refund policies
- Attendance requirements
- Assessment methods
- Recognised Prior Learning (RPL)
- Grievance procedures
- Counselling
- Academic Progress
- Further Study

### Grievance Procedures

Students are encouraged to discuss any problems initially with the teacher or the counsellor. If the problem cannot be resolved, it is then referred to the College's Director of Studies or Registrar. If the problem is still not resolved, students may write their complaints to the Chief Executive Officer. In the case where the problem can not be resolved within the College, students may take matters to any of the appropriate external agencies.