

# ICT50118 Diploma of Information Technology (CRICOS Code: 0100141)

## Duration

Calendar Year: 52 weeks

Academic Year: 40 weeks

Terms: 4 Terms x 10 weeks each (Total 40 weeks)

Holidays & Study Breaks: 12 weeks – 4 x 3 weeks

Study Type: Full Time 20 hours / week

## Location

Level 2, 1 James Place, North Sydney NSW 2060

Level 6, 8 Quay Street, Haymarket NSW 2000

## Course Fee

\$15,000.00

## Application Fee

A non-refundable Administration Fee of \$250 is to be paid with the deposit.

## Additional Fees

Material Fees: \$200 (Material Fee covers cost of printing of class material, class tests/quiz, and assessment cover forms).

## Assessment Arrangements

Assessments are both formative and summative and a holistic approach has been applied where possible. Evidence gathered is a combination of observation through simulated work environment, written reports, case studies, question and answers, self-assessments and third-party reports (if applicable).

## Delivery Modes

Learners are provided with materials for each individual unit which includes materials used in the training sessions, assessment materials (other than tests) and reference materials. All training will be delivered using a blended mode (face to face and online), including use of simulated project management situations where required.

Emphasis will be made on reflecting “real work situations” in order to develop the skills identified in the “employability skills” for this qualification.



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Address: Level 2, 1 James Place  
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Elite Education Vocational Institute

RTO ID: 45018

CRICOS Code: 03546G



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## Entry Requirements

### a) English language equivalence requirements

- English is the student's first language; or
- IELTS 5.5 with no sub band scores less than 5.0; or
- Completion of at least one year of full-time study at secondary, post-secondary or tertiary level; or
- A pass grade or better in an English language subject at Australian Year 12 level or overseas equivalent; or
- Completion of the English for Academic Purposes (EAP) program at an Australian NEAS Accredited Language Centre; or
- Completion of an English communication skills program appropriate for specific programs approved.

### b) Educational and other qualifications, skills, and other prerequisites

- A recognised secondary (high school) qualification; or completion of AQF Level 4 study (e.g., Certificate IV); or
- For international students directly recruited from overseas, the entry requirement is the successful completion of equivalent high school certificate.
- Should be 18 years of age or over at time of commencement

## Pathways into the qualification

### Preferred pathways for candidates considering this qualification include:

- Completion of qualification ICT40115 Certificate IV in Information Technology, or other relevant qualifications or units equivalent to the core of ICT40115; OR
- with demonstrated vocational experience in a range of work environments using a wide range of information technologies.

## Pathways from the qualification

Students may wish to continue with ICT60115 Advanced Diploma of Information Technology or other ICA11 Advanced Diploma qualifications.

### Adjustments due to COVID-19

EEVI is delivering this course fully online. Resources are available and assessment submitted digitally via Moodle and learning participation and observable assessment occurs via Zoom.

Students are required to follow the same timetable as is scheduled for face-to-face classes. Students are required to log into the Moodle classrooms as per their schedule for the delivery conducted by Trainers. Trainers are available for learners online during the session or via email or phone outside of the scheduled sessions. These sessions are monitored and the system tracks student log-ins. Reports are accessed from Moodle to monitor student attendance.

As EEVI utilises digital resources which are uploaded into its Learning Management System, Moodle, it has not required to make major adjustments to its training and assessment resources. Where group activities were involved and observances required, these will be done online.



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## Course 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. Persons working at this level provide a broader rather than specialised ICT support function, applying a wide range of higher-level technical skills in ICT areas such as networking, IT support, database development, programming and web development.

### Potential Job Roles

- Information Systems Office Manager
- Office Systems Administrator
- IT Office Manager
- IT Systems Administrator
- Systems Manager

Consistent with the training package rules, the units listed below will be delivered for this course. The code and title of each unit is provided as well as an indication of core and elective. This qualification is made up of 20 units of competency. The units of competency are stand alone and not sequenced in any specific order.

## Recognition of Prior Learning

Elite Education Vocational Institute (EEVI) supports the national policy of recognition of qualifications and Statements of Attainment issued by other Registered Training Organisations (RTO), regardless of the location, provided that the RTO is registered to offer units of competency which exist within the qualification offered by EEVI and which may also exist in other Training Packages.

An application can be made for RPL when the student believes that they have already attained the necessary skills and competencies elsewhere (work other study etc.). An RPL application form is available from Administration Services upon request.

The student will be required to provide documentation to support their application. The application will be processed and an assessment made as to the success or otherwise of the application. The student will be notified in writing of the result. The Student must sign (or otherwise accept) the 'Record of Course Credit Granted'.

*Note: to be available to students (it is highly recommended that students purchase their own device to ensure that there is no limitation). In addition, EEVI has made a fully equipped computer lab, free Wi-Fi access as well as a library available to students which they can use for self-study during EEVI business hours.*

## UNITS OF COMPETENCY

CODE	TITLE
BSBINM501(E)	Manage an information or knowledge management system
BSBSUS501(C)	Develop workplace policy and procedures for sustainability
ICTICT509 (C)	Gather data to identify business requirements
BSBCRT501 (E)	Originate and develop concepts
ICTWEB501 (E)	Build a dynamic website
ICTWEB502 (E)	Create dynamic web pages
ICTNWK536 (E)	Plan, implement and test enterprise communication solutions
ICTICT517 (C)	Match ICT needs with the strategic direction of the organization
ICTWEB503 (E)	Create web-based programs
ICTPMG501 (E)	Manage ICT projects
ICTNWK529 (E)	Install and manage complex ICT networks
ICTSAS502 (E)	Establish and maintain client user liaison
BSBADM502 (E)	Manage meetings
BSBWOR502 (E)	Lead and manage team effectiveness
ICTPRG527 (E)	Apply intermediate object-oriented language skills
BSBWHS521 (C)	Ensure a safe workplace for a work area
BSBINN501 (E)	Establish systems that support innovation
ICTICT501 (E)	Research and review hardware technology options for organisations
ICTPRG532 (E)	Apply advanced object-oriented language skills
BSBINN601 (E)	Lead and manage organizational change

*Students have at their disposal a computer lab with the necessary resources and computer equipment to learn programming, create presentations, repeat and reinforce topics taught in classrooms or research topics using the Internet. Students will have access to learning resources on LMS to assist them with self-learning time.*

*C CORE E Elective*

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