

**Capital College**

RTO No: 41593

CRICOS No: 03537J

**ICT50118 Diploma of Information Technology (Release 1)**  
**CRICOS course code: 0100457 Course currency status: Current**

**Location**

Training and assessment will take place at Level 2, 17-21 University Avenue, Canberra ACT 2601.

**Target participants** – Students should have an interest in gaining knowledge and understanding of ICT and/or project management/leadership. It is anticipated applicants will not possess specific subject knowledge and/or skills or experience in the contexts outlined in the units of competency but they may have an interest in pursuing a career in ICT or similar.

The target student cohort shall be either:

- Those wishing to undertake a full qualification to gain further employment in the ICT industry;
- Those wishing to advance their career in their chosen field and for whom general knowledge of ICT will be beneficial;
- Those wishing to upskill or refresh their knowledge

**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.

**Entry Requirements** – All students must be over 18 years of age at the time of course commencement.

International Students must have a minimum English language proficiency of IELTS 5.5 (overall band) or an equivalent exam result recognised by the Australian Department of Immigration and Border Patrol (DBIP).

Prior to course commencement, international students must secure a student visa or a temporary graduate visa that allows them to study in an Australian Registered Training Organisation.

**Academic entry requirements** –Year 12 minimum (Australian equivalent)

**ICT hardware and software**

Students must supply their own laptop with Microsoft Office software e.g. Office 365 Personal that includes Outlook, Word, Excel, PowerPoint, & Publisher.

**Training Pathway**

Students who successfully complete this course may progress onto other ICT courses at Advanced Diploma or Degree level for which they may be eligible. e.g. ICT60115 Advanced Diploma of Information Technology

**Employment Pathway**

Successful completion of this qualification may provide career opportunities in an ICT Support role in a wide variety of industries.

The support role would be in a broader rather than specialised ICT function, applying a wide range of higher-level technical skills in ICT areas such as networking, IT support, database development and business development.

**Entry and Exit Points within the training product**

Upon successful completion of the 20 units of competency in this course, students will be issued the Diploma of Information Technology qualification. If a student does not complete the full qualification, but has successfully achieved a number of units, a Statement of Attainment will be issued upon request by the student, indicating that they do not plan to complete the full qualification.

## Recognition of Prior Learning (RPL) and Credit Transfer (CT)

All students are provided with the opportunity to have their prior learning and experience assessed and gain recognition for this. Students who have successfully completed whole unit of competency with an Australian registered Training Organisation that are identical to any of those contained within this course can apply for Credit Transfer. RPL assessment attracts a fee for assessment of each unit.

## Duration and study load

This course is offered full time over a 76 week period. This includes 60 weeks of term time and 16 weeks' holiday on a full-time basis. Students attend classes 2 days and an online forum ½ day per week.

Students will be required to undertake additional independent study/homework and assessment outside of schedule class time for approximately 12 hours per week during term time.

**Please note: This course is usually delivered at the College face to face. however, for the immediate future, because of COVID-19, students are being taught via webinar and through online resources.**

The course delivery hours are approximate as the amount of time different students spend on independent study and assessments will vary with individual learner needs and their own individual context.

## Course delivery

This course is usually delivered via face to face training, online and independent study. The college has adjusted its delivery because of COVID-19. Students are provided with required texts and course materials online.

The sequencing of delivery methodologies including:

- reading course texts and other learning materials,
- attending webinars
- online forums

The following techniques are employed:

- trainer presentations and demonstrations,
- individual tasks,
- case studies,
- quizzes
- research,
- group work.

## Independent study

During independent study students will read the learning material to develop knowledge and understanding, work on homework, conduct research and undertaken activities to develop their English language ability.

## Assessment

Assessment will take place in the student's own time. All assessment activities will be conducted by Capital college Assessors.

Assessment methods include:

Assessment tasks/ projects  
Questioning/quizzes

Assessors provide copies of the assessment tasks and discuss the assessment requirements prior to each student attempting each task.

Assessments employ a variety of theoretical and practical tasks to assess competency. Each assessment has been contextualised for the current cohort of students. Students are provided with assessment tasks online with corresponding rubrics for clarity of requirements.

## Course Structure

In order to achieve the ICT50118 Diploma of Information Technology students must satisfactorily complete the following 20 units of competency. The units chosen have been chosen with no particular specialization.

BSBSUS501	Develop workplace policy and procedures for sustainability	Core
BSBWHS521	Ensure a safe workplace	Core
ICTICT509	Gather data to identify business requirements	Core

ICTICT517	Match ICT needs with the strategic direction of the organisation	Core
BSBCUS501	Manage Quality Customer Service	Elective (Other)
BSBMGT502	Manage People Performance	Elective (Other)
BSBWOR502	Lead & Manage Team Effectiveness	Elective (Other)
BSBPMG522	Undertake Project Work	Elective (Other)
BSBMGT517	Manage Operational Plan	Elective (Other)
ICTICT419	Work Effectively in the Digital Media Industry	Elective (F)
ICTICT507	Select new technology models for business	Elective (C)
ICTICT510	Determine appropriate ICT strategies and solutions	Elective (C)
ICTICT515	Verify client business requirements	Elective (C)
CUADIG503	Design E-Learning Resources	Elective (F)
ICTPMG501	Manage ICT projects	Elective (G)
ICTSAS510	Review and develop ICT maintenance strategy	Elective (C)
ICTNWK511	Manage Network Security	Elective (A)
ICTWEB512	Administer business websites and servers	Elective (D)
ICTWEB516	Research and apply emerging web technology trends	Elective (D)
ICTSAD503	Minimise risk of new technologies to business solutions	Elective (B)

**Fee information**

The total fee charged for this course is \$12,670. This is made up of tuition fee of \$12,000 and other course fee includes a \$250 enrolment and a learning materials fee of \$420 both of which are non-refundable (except if the College fails to deliver the course in full).

All fees indicated are in Australian dollars.

Please refer to the Student fees & refund policy for further details on all fees and charges and when they are applied.

**Further Information**

Contact the College at Level 2, 17-21 University Avenue, Canberra ACT 2601, call + 61 2 6147 0999 or email [info@capital.edu.au](mailto:info@capital.edu.au) for further information.