



# CANBERRA INSTITUTE OF EDUCATION AND TECHNOLOGY



COURSE BROCHURE

# Advanced Diploma of Information Technology

This brochure provides all the information you need to know about enrolling in the ICT60220 Advance Diploma of Information Technology.

<b>Provider Name</b>	Radix Education Pty Ltd t/a Canberra Institute of Education and Technology
<b>RTO Code</b>	45592
<b>CRICOS Code</b>	03835K
<b>CRICOS Course Code</b>	110103M
<b>Location of course</b>	Classroom: GF 15 Barry Drive, Turner, ACT 2612
<b>Delivery mode</b>	This program is delivered in the classroom and through structured self-study, which includes a simulated workplace environment.
<b>Duration</b>	78 weeks, including 60 study weeks and 18 weeks of holidays.
<b>Study load</b>	14 hours of classroom training per week and structured self-study of 6 hours per week.

## ➔ OVERVIEW OF COURSE



This qualification reflects the role of individuals in a variety of information and communications technology (ICT) roles who have significant experience in specialist technical skills, or managerial business and people management skills.

Individuals in these roles carry out complex tasks in a specialist field, working independently, leading a team or a strategic direction of a business. They apply their skills across a wide range of industries and business functions, or as a business owner (sole trader/contractor).

The skills required for these roles may include, but are not restricted to:

- Advanced data management information: creating, designing, and monitoring complex systems that store data, and optimising organisational knowledge management.

- Cyber security: protecting sensitive data and information through security architecture and developing disaster recovery and contingency plans.
- Full stack web development: building advanced user interfaces, developing representational state transfer application program interfaces (REST APIs), and designing user experience solutions.
- Further programming: applying advanced ICT languages to maintain security and manage data.
- IT strategy and organisational development: managing and communicating strategic ICT business solutions.
- Systems development and analysis: modelling and testing data objects, data processes and preferred ICT system solutions

The latest release of the qualification and packaging rules can be found at the following link:

<https://training.gov.au/Training/Details/ICT60220>

## **WHO SHOULD APPLY FOR THIS COURSE AND WHY?**

This course is targeted at international students who are:

- Seeking to pursue a career in information technology.
- Seeking to enter a new industry sector.
- Seeking a pathway to higher-level qualifications

Completing this course may provide you with employment or learning opportunities. Potential employment options are in a range of IT related roles. Further education pathways may include a range of higher education qualifications in information and communications technology (ICT).

## **WHAT CAN I EXPECT?**

The following units are included in this course and all are required for the award of the qualification. Students who only complete some units will be awarded with a Statement of Attainment for units successfully completed.



## COURSE SUBJECTS

Term 1(week 1-10)
<b>BSBCRT611- Apply critical thinking for complex problem solving.</b>
<b>BSBXCS402- Promote cyber security awareness and best practices.</b>
<b>BSBTWK502- Lead and manage team effectiveness.</b>
Term 1 break (week 11-13)
Term 2(week 14-23)
<b>ICTNWK612- Plan and manage troubleshooting advanced IP networks</b>
<b>ICTICT618- Manage IP ethics and privacy in ICT environments.</b>
<b>ICTSAD609- Plan and monitor business analysis activities in an ICT environment</b>
Term 2 break (week 24-26)
Term 3 (week 27-36)
<b>ICTCYS608- Perform cyber security risk assessments.</b>
<b>ICTPMG613- Manage ICT project planning</b>
<b>ICTCYS606- Evaluate an organisation's compliance with relevant cyber security standards and law.</b>
Term 3 Break (week 37-39)

**Term 4 (week 40-49)**

**ICTSUS603- Integrate sustainability in ICT planning and design projects**

**ICTTEN622- Produce ICT network architecture designs**

**Term 4 break (week 50-52)**

**Term 5(week 53-62)**

**ICTNPL413- Evaluate networking regulations and legislation for the telecommunications industry.**

**ICTCYS612- Design and implement virtualised cyber security for organisation.**

**ICTCYS604- Implement best practices for identity management.**

**Term 5 break (week 63-65)**

**Term 6 (week 66-75)**

**ICTICT608- Interact with clients on a business level.**

**ICTTEN615- Manage network traffic**

**Term 6 Break (week 76-78)**



## **TRAINING AND ASSESSMENT INFORMATION**

This course is delivered face-to-face in a classroom-based setting, as well as through structured self-study. All classroom-based training will take place at the Canberra Institute of Education and Technology.

The timetable for this course will be advised in your Offer Letter and Student Agreement.

You are required to attend classes for 14 hours per week, as well as complete 6 hours of structured self-study per week for 40 study weeks (4 terms of 10 weeks each).

Holiday breaks are as indicated in your timetable.

Class sessions include a mix of theory and practical activities with a focus on creating a real-life workplace.

In addition to classroom based learning and structured self-study, you will also need to complete approximately 5 hours of additional, unsupervised study per week including general reading and research for assessments.

You will also need to complete assessments for this course which may include:

- Written questions
- Projects
- Presentations
- Reports
- Role plays/observations

At the beginning of each unit, your trainer and assessor will outline the assessment tasks that must be completed. Your classes will be conducted in modern classrooms, and you will be able to access Wi-Fi. There are also areas for you to relax, as well as conduct additional study.

You will be provided with a Student Guide relevant to each unit in your course.

Textbooks are also available onsite for you to use and borrow if you wish.

## **COURSE PROGRESS AND ATTENDANCE**

Satisfactory course progress and attendance is very important in order to meet visa requirements. Please read the International Student Handbook carefully for more information. You will also be provided with further information about course progress and attendance requirements at your orientation.

## ➔ STUDENT SUPPORT

We offer the following in relation to support and welfare.

- one-to-one support from the trainer/assessor
- support with personal issues
- access to additional learning resources
- reasonable adjustment in assessment
- social events
- information about external sources of support.

You may not have studied for a while, may have English as a second language or need additional assistance with literacy or numeracy.

We will identify any additional support needs you may have at the time of application and enrolment and may prepare a Student Support Plan for you based on those needs.

## ➔ RESOURCE REQUIREMENTS

You are required to bring your own laptop with Office 365 (or similar program) to all classes. These costs are not included in your course fees. Specifications for laptops and associated costs are included below.

### PC

Item	Minimum requirements
Processor	Intel® or AMD processor with 64-bit support*; 2 GHz or faster processor Microsoft Windows 10
Operating system	Microsoft Windows 10
RAM	4 GB or more of RAM (8 GB recommended)
Hard disk space	3.1 GB or more of available hard-disk space

Item	Minimum requirements
Monitor resolution	1024 x 768 display (1280x800 recommended) with 16-bit colour and 512 MB or more of dedicated VRAM; 2 GB is recommended
Graphics processor acceleration requirements	OpenGL 2.0-capable system
Internet	Internet connection and registration are necessary for required software activation, validation of subscriptions, and access to online services.

## MAC OS

Item	Minimum requirements
Processor	Multicore Intel processor with 64-bit support
Operating system	MacOS version 10.12 (Sierra), macOS version 10.13 (High Sierra), or macOS version 10.14 (Mojave).
RAM	2 GB or more of RAM (8 GB recommended)
Hard disk space	4 GB or more of available hard-disk space for 64-bit installation; additional free space required during installation.
Monitor resolution	1024 x 768 display (1280x800 recommended) with 16-bit colour and 512 MB or more of dedicated VRAM; 2 GB is recommended

Item	Minimum requirements
Graphics processor acceleration requirements	OpenGL 2.0-capable system
Internet	Internet connection and registration are necessary for required software activation, validation of subscriptions, and access to online services.

## ➔ SOFTWARE & LAPTOP DETAILS

Name of software	Associated costs	Details
Office 365	\$129 annually	<a href="https://products.office.com/en-au/buy/office">https://products.office.com/en-au/buy/office</a>
Laptop Details	Associated costs	Details
Any laptop that meets the specifications above	\$450 (approximate only)	<u>Various</u>



## **COURSE CREDIT**

You can apply for recognition of existing qualifications or skills, knowledge, and experience (credit transfer or recognition of prior learning) as per the information included in our International Student Handbook, which is available at [www.ciet.edu.au](http://www.ciet.edu.au). If you are granted course credit, this will affect your course fees as well as the duration of your course. We will advise you in writing of changes to fees or course duration as a result of the credit. You will also be issued with a new Confirmation of Enrolment. For any questions about course credit, contact us at the details shown below.

## **WHAT ARE THE ENTRY REQUIREMENTS?**

Canberra Institute of Education and Technology has the following entry requirements:  
You must:

- Be at least 18 years of age.
- Participate in a course entry interview to determine suitability for the course and student needs.
- Have an IELTS\* score of 5.5 (test results must be no more than 2 years old). English language competence can also be demonstrated through documented evidence of any of the following:

- 1.educated for 5 years in an English-speaking country; or
- 2.successful completion of an English Placement Test.

Note that other English language tests such as PTE and TOEFL can be accepted. You are required to provide your results so that we can confirm they are equivalent to IELTS 5.5.

Domestic students must have sufficient language, literacy and numeracy skills as tested through a language, literacy and numeracy assessment. Students will need to achieve ACSF level 4 for reading, writing, numeracy and oral communication to enter the course.

## ➔ HOW MUCH DOES IT COST?

<b>Course Fees</b>	Offshore: <i>Tuition fees: AUD \$12,990</i> <i>Enrolment fee: \$250</i> <i>Material fee: \$450</i> Onshore: <i>Please contact us on <a href="mailto:admission@ciet.edu.au">admission@ciet.edu.au</a> for more details</i>
<b>Non- Tuition Fees</b>	May apply and can be found in our International Student Handbook on our website at <a href="https://www.ciet.edu.au">https://www.ciet.edu.au</a>

*Course fees do not include laptops or software – see information above*

A detailed payment plan and payment arrangements are provided in the Offer Letter and Student Agreement. You must pay all of your course fees and on time. Non- payment of fees may result in cancellation of enrolment.

You are also required to take out Overseas Health Insurance Cover before arriving in Australia. Canberra Institute of Education and Technology provides details of OSHC providers in the International Student Handbook. You can approach any of these providers to find out costs and organise your cover.

Additional costs associated with living in Australia are outlined in the International Student Handbook. You should carefully review these costs in relation to budgeting. Further information can be found at

<https://www.studyinaustralia.gov.au/english/live-in-australia/living-costs>.

## ➔ HOW CAN I APPLY?

To apply for this course, you are required to complete an enrolment form and submit all required supporting evidence including copies of your:

- High School Certificate
- Proof of English language proficiency as specified in the entry requirements.

## ➔ WHERE TO FROM HERE?

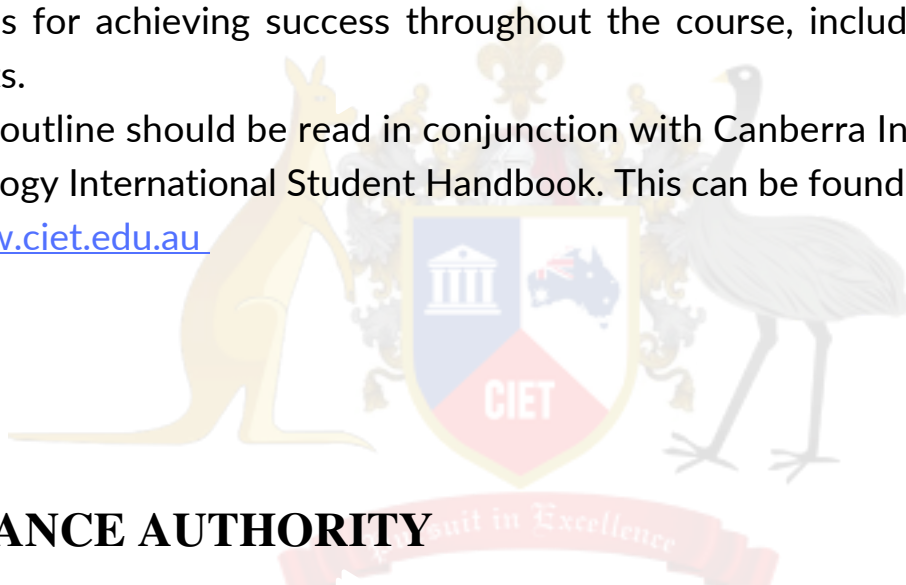
If your application is successful, we will send you an Offer Letter and Student Agreement. You should make sure you read through this document carefully to make sure you are happy with all of the terms and conditions. If you are, then simply sign the document and send it back to us.

Once we receive this, we will issue you with a Confirmation of Enrolment (CoE) letter and an invoice for the first payment.

The first day of each course will include orientation and induction. Orientation will include information about the campus, living in Australia, accessing our support services and methods for achieving success throughout the course, including course progress requirements.

This course outline should be read in conjunction with Canberra Institute of Education and Technology International Student Handbook. This can be found online at

<https://www.ciet.edu.au>



## ➔ ISSUANCE AUTHORITY

The Canberra Institute of Education and Technology is the sole authority to issue AQF documentation. CIET does not have any partners or third parties for training and assessments either in Australia or overseas.

## ➔ HEALTH INSURANCE

International students are also required to take out Overseas Health Insurance Cover (OSHC) before arriving in Australia. OSHC information will also be included in the Student Agreement. For more information on OSHC, visit, [https://www.privatehealth.gov.au/health\\_insurance/overseas/overseas\\_student\\_health\\_cover.html](https://www.privatehealth.gov.au/health_insurance/overseas/overseas_student_health_cover.html). Students can choose to select the insurance provider we offer or choose any Insurance provider themselves. Some of the popular insurance providers of Australia are as follows.

