

## Advanced Diploma of Information Technology

### Description

This qualification reflects the role of individuals who apply specialised knowledge and skills, together with experience in program management across a range of enterprise and industry contexts. A program is defined as a set of interrelated projects, each of which has a project manager. 'Multiple projects', or 'a program of projects', refers to a number of related projects managed by the same person as a program to achieve organisational objective/s.

### Job roles

Job roles and titles vary across different sectors. Possible job titles relevant to this qualification include: Program Manager

<b>Employability Skills – Qualification Summary</b>	
The following table contains a summary of the employability skills for this qualification. The employability skills facets described here are broad industry requirements	
<u>Employability skill</u>	<u>Industry/enterprise requirements for this qualification include:</u>
<b>Communication</b>	<ul style="list-style-type: none"> <li>▶ consulting, questioning, clarifying and evaluating information</li> <li>▶ interpreting customer needs</li> <li>▶ negotiating budgets and plans and then re-developing as required to meet organisational needs</li> <li>▶ negotiating with internal and external stakeholders</li> <li>▶ utilising excellent interpersonal skills, and producing a wide range of reports and making presentations as required</li> </ul>
<b>Teamwork</b>	<ul style="list-style-type: none"> <li>▶ briefing various personnel on their roles and responsibilities regarding the implementation of the marketing plan</li> <li>▶ coordinating resources and developing systems to manage team and individual performance</li> <li>▶ defining performance measures and working collaboratively with team members</li> <li>▶ identifying performance gaps and taking remedial action for underperformance</li> </ul>
<b>Problem-solving</b>	<ul style="list-style-type: none"> <li>▶ assessing financial viability of new opportunities and matching organisational capability with market needs</li> <li>▶ collecting and analysing data</li> </ul>

	<ul style="list-style-type: none"> <li>▶ comparing and contrasting data</li> <li>▶ conducting situational analyses</li> <li>▶ developing and managing risk and contingency plans</li> <li>▶ developing strategies for improvement</li> <li>▶ performing cost benefit analyses, budgeting, assessing and managing risk</li> </ul>
<b>Initiative and enterprise</b>	<ul style="list-style-type: none"> <li>▶ evaluating and improving market performance</li> <li>▶ identifying strengths and opportunities within organisation's projected capabilities and resources</li> </ul>
<b>Planning and organising</b>	<ul style="list-style-type: none"> <li>▶ collecting, collating and analysing information using appropriate workplace business systems</li> <li>▶ developing customer acquisition and retention strategies</li> <li>▶ developing systems that are flexible and responsive to changing circumstances</li> <li>▶ evaluating processes and making changes as required</li> <li>▶ planning and managing resource acquisition and deployment within budgetary constraints</li> <li>▶ planning for contingencies</li> </ul>
<b>Self-management</b>	<ul style="list-style-type: none"> <li>▶ applying discretion and judgement within complex environments</li> <li>▶ managing own time and performance</li> <li>▶ using judgement in planning and in the selection and allocation of resources</li> <li>▶ working within organisational policies and procedures and legislative requirements</li> </ul>
<b>Learning</b>	<ul style="list-style-type: none"> <li>▶ coaching and mentoring others to acquire new knowledge and skills</li> <li>▶ providing learning and development opportunities</li> </ul>
<b>Technology</b>	<ul style="list-style-type: none"> <li>▶ creating presentations using a range of media</li> <li>▶ using computerised systems, software and telecommunication devices</li> <li>▶ using technology to assist with the management of information and to assist the planning process</li> <li>▶ using technology to record and generate ideas</li> </ul>

**Duration:** 9 Months

## Qualification Entry Requirements

### Academic

- Obtained at least D for any GCE A-Level subject or
  - 12 years of formal education or equivalent.
- Applicants must be of age 17 and above

\*\*Students who have completed Diploma of Information Technology will be granted exemption for 3 modules: DIT110-Project Design and Planning; DIT111-Project Development; DIT 112-Project Implementation from Diploma of Information Technology (ICT50115).

### English Proficiency

- AAC Diploma of Information Technology or
- IELTS 5.5 or
- AAC EFL Level-5 or equivalent or
- Successful completion of Academies Australasia College English Language Proficiency Test.

## Qualification Modules

Full Time

#	Code	Module Name	Competency Code*	Competency Name*	Face-to-Face Contact Hours	Independent Learning Hours	Assessment Preparation Hours
1	DIT110	Project Design and Planning	ICTSAD505	Develop technical requirements for business solutions	45	40	40
2	DIT111	Project Development	ICTICT603	Manage the use of appropriate development methodologies	45	40	40
			ICTPRG602	Manage the development of technical solutions from business specifications			
3	DIT112	Project Implementation	ICTSAS601	Implement change management processes	45	40	40
			ICTSAD504	Implement quality assurance processes for business solutions			
4	ADIT201	ICT Sustainability	ICTSUS601	Integrate sustainability in ICT planning and design projects	45	40	40
5	ADIT202	Cloud Computing	ICTICT508	Evaluate vendor products and equipment	45	40	40
			ICTPRG604	Create cloud computing services			
			ICTNWK616	Managing security, privacy and compliance of cloud service			

				deployment			
6	ADIT203	Managing ICT Communication	ICTICT608	Interact with clients on a business level	45	40	40
			ICTICT606	Develop communities of practice			
7	ADIT204	ICT Copyrights and Ethics	ICTICT610	Manage copyright, ethics and privacy in an ICT environment	45	40	40
8	ADIT205	Project Management	ICTPMG609	Plan and direct complex ICT projects	45	40	40
			ICTPMG606	Manage ICT project complexity			
9	ADIT206	Manage ICT Team	BSBWOR502	Lead and manage team effectiveness	45	40	40
			ICTICT602	Develop contracts and manage contracted performance			
					<b>405</b>	<b>360</b>	<b>360</b>
* Competency Code and Competency Name are taken from the Advanced Diploma of Information Technology (ICT60115) Training Package release 1					<b>Total 1125 learning hours</b>		

Part Time

#	Code	Module Name	Competency Code*	Competency Name*	Face-to-Face Contact Hours	Independent Learning Hours	Assessment Preparation Hours
1	DIT110	Project Design and Planning	ICTSAD505	Develop technical requirements for business solutions	30	55	40

2	DIT111	Project Development	ICTICT603	Manage the use of appropriate development methodologies	30	55	40
			ICTPRG602	Manage the development of technical solutions from business specifications			
3	DIT112	Project Implementation	ICTSAS601	Implement change management processes	30	55	40
			ICTSAD504	Implement quality assurance processes for business solutions			
4	ADIT201	ICT Sustainability	ICTSUS601	Integrate sustainability in ICT planning and design projects	30	55	40
5	ADIT202	Cloud Computing	ICTICT508	Evaluate vendor products and equipment	30	55	40
			ICTPRG604	Create cloud computing services			
			ICTNWK616	Managing security, privacy and compliance of cloud service deployment			
6	ADIT203	Managing ICT Communication	ICTICT608	Interact with clients on a business level	30	55	40
			ICTICT606	Develop communities of practice			
7	ADIT204	ICT Copyrights and Ethics	ICTICT610	Manage copyright, ethics and privacy in an ICT environment	30	55	40
8	ADIT205	Project Management	ICTPMG609	Plan and direct complex ICT projects	30	55	40

			ICTPMG606	Manage ICT project complexity			
9	ADIT206	Manage ICT Team	BSBWOR502	Lead and manage team effectiveness	30	55	40
			ICTICT602	Develop contracts and manage contracted performance			
					<b>270</b>	<b>495</b>	<b>360</b>
* Competency Code and Competency Name are taken from the Advanced Diploma of Information Technology (ICT60115) Training Package release 1					<b>Total 1125 learning hours</b>		

<b>Synopsis</b>			
<b>Module Name</b>	<b>Competency Code*</b>	<b>Competency Name*</b>	<b>Description</b>
Project Design and Planning	ICTSAD505	Develop technical requirements for business solutions	This unit describes the outcomes, skills and knowledge required to develop technical and related requirements that will enable business solutions to be implemented in an organization.
Project Development	ICTICT603	Manage the use of appropriate development methodologies	This unit describes the skills and knowledge required to nominate the most appropriate traditional or non-traditional systems development methodologies for use by a team.
	ICTPRG602	Manage the development of technical solutions from business specifications	This unit describes the skills and knowledge required to manage the process of compiling client business specifications, to produce business solutions for consideration.

Project Implementation	ICTSAS601	Implement change management processes	This unit describes the skills and knowledge required to apply techniques that facilitate the planning, implementation and monitoring of information and communications technology (ICT) change.
	ICTSAD504	Implement quality assurance processes for business solutions	This unit describes the skills and knowledge required to define and implement quality assurance processes and procedures to ensure that business solutions achieve quality performance expectations.
ICT Sustainability	ICTSUS601	Integrate sustainability in ICT planning and design projects	This unit describes the skills and knowledge required to integrate sustainability concepts and policies into information and communications technology (ICT) planning and design projects. These projects typically involve upgrades of equipment hardware and software or new installations of next generation networks (NGN) using emerging technologies.
Cloud Computing	ICTICT508	Evaluate vendor products and equipment	This unit describes the skills and knowledge required to evaluate and test a range of vendor products and equipment against a client's business requirements.
	ICTPRG604	Create cloud computing services	This unit describes the skills and knowledge required to design, build, test and deploy web services and cloud computing applications to specifications.
	ICTNWK616	Managing security, privacy and compliance of cloud service deployment	This unit describes the skills and knowledge required to manage cloud security controls, and privacy and legal compliance, when implementing cloud services for an enterprise.
Managing ICT Communication	ICTICT608	Interact with clients on a business level	This unit describes the skills and knowledge required to interact with clients at a management level.
	ICTICT606	Develop communities of	This unit describes the skills and knowledge required to



		practice	identify areas that would benefit from communities of practice (CoPs), and to develop such communities.
ICT Copyrights and Ethics	ICTICT610	Manage copyright, ethics and privacy in an ICT environment	This unit describes the skills and knowledge required to manage the issues of copyright and professional and ethical conduct in a team, as well as to ensure that personal information of stakeholders is handled in a confidential and professional manner.
Project Management	ICTPMG609	Plan and direct complex ICT projects	This unit describes the skills and knowledge required to identify, plan, control and finalize complex information and communications technology (ICT) projects.
	ICTPMG606	Manage ICT project complexity	This unit describes the skills and knowledge required to implement quality assurance processes using quality control data to ensure continuous improvement for the benefit of current and future information and communications technology (ICT) projects.
Manage ICT Team	BSBWOR502	Lead and manage team effectiveness	This unit describes the skills and knowledge required to lead teams in the workplace and to actively engage with the management of the organization.
	ICTICT602	Develop contracts and manage contracted performance	This unit describes the skills and knowledge required to negotiate and document contractual arrangements between clients and vendors, and to monitor and manage performance against agreed contractual obligations.

## Assessment Arrangements

Competency Code	Competency Name	Demonstration	Practical	Activities	Observation	Role play	Case study/Scenario	Questions and Answers	Project/Report	Presentation,	Portfolio/Journal	Online
ICTSUS601	Integrate sustainability in ICT planning and design projects		✓	✓			✓	✓	✓		✓	
ICTICT508	Evaluate vendor products and equipment			✓		✓	✓	✓	✓		✓	
ICTPRG604	Create cloud computing services		✓	✓			✓	✓	✓		✓	
ICTNWK616	Managing security, privacy and compliance of cloud service deployment				✓		✓	✓	✓		✓	
ICTICT608	Interact with clients on a business level			✓	✓	✓	✓	✓	✓			
ICTICT606	Develop communities of practice			✓			✓	✓	✓		✓	
ICTICT610	Manage copyright, ethics and privacy in an ICT environment						✓	✓	✓		✓	
ICTPMG609	Plan and direct complex ICT projects		✓				✓	✓	✓		✓	
ICTPMG606	Manage ICT project complexity					✓	✓	✓	✓			
BSBWOR502	Lead and manage team effectiveness			✓		✓	✓	✓	✓			
ICTICT602	Develop contracts and manage contracted performance		✓				✓	✓	✓		✓	

The assessment objectives tested in these modules are broadly categorised in the following hierarchical order:

1. **Knowledge:** Exhibit memory of previously learned materials by recalling facts, terms, basic concepts and answers
2. **Comprehension:** Demonstrate understanding of facts and ideas by organizing, comparing, translating, interpreting, giving descriptions, and stating the main ideas
3. **Application:** Using new knowledge. Solve problems in new situations by applying acquired knowledge, facts, techniques and rules in a different way
4. **Analysis:** Examine and break information into parts by identifying motives or causes. Make inferences and find evidence to support generalizations
5. **Evaluation:** Present and defend opinions by making judgments about information, validity of ideas or quality of work based on a set of criteria
6. **Synthesis:** Compile information together in a different way by combining elements in a new pattern or proposing alternative solutions

### Specification Grid

The relationship between the assessment objectives and components of the scheme of assessment is as follows

Knowledge	Comprehension	Application	Analysis	Evaluation	Synthesis
10%	20%	20%	20%	20%	10%

The assessment objectives are weighted to give an indication of their relative importance. They are not intended to provide a precise statement of the number of marks in particular skills.

<b>Code</b>	<b>Name of the module</b>	<b>Assessment 1</b>	<b>Assessment 2</b>
DIT110	Project Design and Planning	50%	50%
DIT111	Project Development	50%	50%
DIT112	Project Implementation	50%	50%
ADIT201	ICT Sustainability	50%	50%
ADIT202	Cloud Computing	50%	50%
ADIT203	Managing ICT Communication	50%	50%
ADIT204	ICT Copyrights and Ethics	50%	50%
ADIT205	Project Management	50%	50%
ADIT206	Manage ICT Team	50%	50%

### **Graduation Requirement:**

In order to be awarded the Advanced Diploma of Information Technology, a student must obtain at least a **Pass Grade** in all the modules within the eligibility period of 2 years from the date of commencement.