Computer Systems and Information Technology Student Handbook

2022

the Gordon

Issue date: 31/01/2022

File name: ICT - Information Systems Student Handbook

Page **2** of **48**
ICT - Information Systems Student Handbook

31/01/2022
Science and Technology

the Gordon

OFFICIAL

Table of Contents

1. Welcome

Welcome

This handbook is a guide to the courses offered through the ICT department, the information contained here gives an overview of the organisation of the ICT teaching area for students commencing study in 2019.

TAFE is Victoria's largest provider of post-secondary education and training. Courses have been developed in close association with industry, so they are clearly linked to the needs of the current job market. You are giving yourself a better chance of finding employment with an employer looking for your level of skills and training when you have an industry recognised certification.

2. Staff Details

Staff details

Access to teachers for any reason (assignments, practical tasks, enrolments, tuition etc.) is best accomplished within class or at tutorial times. All other enquiries should be directed to the appropriate staff member via email.

Outside of class time teachers can be contacted via email. If you choose to phone, please be prepared to leave a voice message as your teacher may be with another class and cannot answer your call immediately.

(In general, communication with your teacher is best performed via email.)

	Name/Title	Phone	Email
Enterprise Manager	Yasmin Chalmers	(03) 5225 0892	ychalmers@gordontafe.edu.au
Business Manager	Nevena Pinjuh	(03) 5225 0620	npinjuh@gordontafe.edu.au
Vocational Education Manager	Joy Carland	(03) 5225 0620	jcarland@gordontafe.edu.au
Teaching Staff			
	Leanne Matheson	(03) 5225 0642	lmatheson1@gordontafe.edu.au
	Phil O'Neill	(03) 5225 0959	poneill@gordontafe.edu.au
	Serge Salvatore	(03) 5225 0939	serges@gordontafe.edu.au
	Shaun MacFadyen		smacfadyen@gordontafe.edu.au
	Steve Gale	(03) 5225 0940	SGALE@gordontafe.edu.au
	Steve Ellis	(03) 52250938	sellis@gordontafe.edu.au
Support Staff			
Computer Officer	Greg Burgchard		gburgchard@gordontafe.edu.au
Team Assistant	Joan Wood	(03) 52250716	jwood@gordontafe.edu.au
	Carly Gentleman	(03) 52250490	cgentleman@gordontafe.edu.au

3.   Aim of Course

Course information

The Information and Communication Technology (ICT) sector is constantly growing and evolving, with numerous employment opportunities in diverse industries. If you love new technology, problem solving, and have an eye for detail then this could be a career for you!

Our suite of information technology courses range from entry-level to advanced, with fantastic pathways to university. Our network of business connections also means you have access to work placement opportunities at the advanced level, boosting your skills and employment opportunities. With a large and growing ICT sector in the Geelong region, we know what the industry is looking for. Our courses are designed to give you the skills and knowledge launch your digital career with confidence.

Course Status

The Gordon is committed to providing you with the current skills and knowledge required by industry. As industry practices change with new technological advancements, these changes are reflected in updates to the courses being delivered. Under the legislation which governs the issuing of Qualifications, The Gordon cannot continue to offer a course which has been updated on the national register for more than 12 months from the date of the new course being published.

In the event that a course you are enrolled is updated you will be notified if transition to the new qualification is required. The Gordon will ensure that you are provided with clear information regarding your rights and responsibilities in relation to completing your existing course, or transferring to the replacement course.

Aim of course

This qualification will provide you with the skills and knowledge to be competent in a wide range of general information and communications technology (ICT) technical functions and to achieve a degree of self-sufficiency as an advanced ICT user.

Students working at this level will support information technology activities in the workplace across a wide range of ICT areas, including technical support, network administration, web technologies, software applications and digital media technologies.

4. Course Information

Foundation skills

Foundation Skills are common skills and competencies which contribute to you being an effective and successful employee. They are skills which can be transferred from one workplace task to another. To be an industry ready employee you need to be able to demonstrate these skills and they are assessed within each unit you are enrolled in and form part of your assessment outcomes. The Employability Foundation Skills relevant to this qualification are:

Developing your employability skills

During your enrolment at The Gordon, including whilst on any work placement, excursion or during community events, you will be demonstrating your employability skills through the application of the following criteria which are consistent with employer's expectations in this industry.

Punctuality

Students are expected to attend classes regularly and punctually, unless a special arrangement has been made with the teacher for work commitments or other appointments. Please be aware that class doors will be locked approximately 7 minutes after the scheduled class start time and latecomers will not be allowed entrance until the completion of the lecture for that class.

Attendance

Students are expected to attend classes regularly and punctually, unless a special arrangement has been made with the teacher for work commitments or other appointments. Please be aware that class doors will be locked approximately 7 minutes after the scheduled class start time and latecomers will not be allowed entrance until the completion of the lecture for that class.
Ideally, you should aim to attend a minimum of 80% of classes. An important component for all subject areas is your attendance and participation in class activities.
Attendance rolls are kept for every class. These are marked at the start of the class.   Attendance rolls are important documents for The Gordon and we are legally obliged to have this information available for audit by various Government bodies including Centrelink and AUSTUDY.

Page **10** of **48**
ICT - Information Systems Student Handbook

31/01/2022
Science and Technology

the
Gordon

OFFICIAL

Term breaks for 2019

Term 1	Monday 31 January 2022	to	Friday 8 April 2022
Term 2	Tuesday 26 April 2022	to	Friday 24 June 2022
Term 3:	Monday 11 July 2022	to	Friday 16 September 2022
Term 4:	Monday 3 October 2022	to	Tuesday 20 December 2022

Organisation of Class Breaks

Classes at TAFE are organised to incorporate as many practical learning activities as possible. The aim is to create a learning environment which simulates real workplace conditions as is physically possible. Exercises are often completed in groups which are very hard to complete individually, especially at a later date, so please try to attend all classes.
The timetable shows two hour class times with no breaks. However class breaks are:-

Morning Break	From 10.45am to 11.00am
Lunch	Thirty minutes as timetabled
Afternoon Break	From 03.00pm to 03.15pm

If in doubt check with your instructor.
Generally, morning classes start on the hour, afternoon classes start 15 minutes past the hour.

Learning Environment

Please leave rooms, equipment and furniture in a clean and undamaged state.
No open food or Soft drinks are allowed in classrooms.
A Water Bottle is permissible, but must be stored away from computer equipment.
Mobile phones must be turned off during class time. Special consideration can be arranged for special circumstances; (Discuss with your instructor – prior to class).
Students are not permitted in a classroom without a supervising teacher

Computer usage

- All computer usage is governed by the Network User Policy which is accepted by students upon user account creation.
- Internet is only to be used as directed by the teacher and in accordance with the Network User Policy.
- Use of school computers for purposes other than course-work (e.g.: YouTube, games, Facebook, etc.) will result in the student being asked to leave the classroom.
- Whether students will be allowed to use their own laptops in class is up to the individual teachers.

the Gordon

31/01/2022
Science and Technology

Page **11** of **48**
ICT - Information Systems Student Handbook

OFFICIAL

5. Student Behaviour

Behaviour

- The Gordon regards classrooms as a simulated work environment; therefore, the following rules apply. It is important that students recognise and follow these as if they were in a workplace:
- Students are expected to attend classes regularly. If you will be absent, please contact your teacher(s) and inform them.
- Students are expected to attend classes punctually.
- We want to enhance and encourage culture of learning & inclusiveness
- The Information & Communications Technology Department has a zero tolerance policy towards any form of bullying, harassment, or intimidation. Again, this is a simulated workplace.
- Swearing
- Bullying
- Harassment
- Discriminatory behaviour based on race, beliefs, sex, sexual orientation, gender identity, etc.
  - If you display offensive behaviour you will be asked to leave the classroom, and further disciplinary action may be taken

The above includes "jokes".
Discriminatory or offensive jokes are not funny, and will not be tolerated.

- Any issues that are impacting your learning need to be discussed with your teacher as soon as possible.
- You are here to learn the skills you need to find employment.
  - We are frequently and consistently contacted by employers to recommend students for part-time work during their course, and full-time work at its completion.
  - All of the behaviours covered in this section determine who we would recommend.

OHS

- Students are required to follow any teacher instructions regarding Occupational Health & Safety issues. This includes the wearing of appropriate personal protective equipment (PPE), if required.

6. Delivery Mode

Delivery Mode

The course will be delivered using a combination of:
- face-to-face classes
- self-directed learning
- blended / online e-learning
- group discussion
- case studies
- individual/group activities
- practical demonstration
- problem-solving

Advanced Standing

Advanced standing is a form of credit for applicable previous learning, whether gained through formal or informal education, and skills gained through your previous work or experience.
If you have previously completed study and gained an equivalent unit or have gained experience in the area you are intending to study you may be eligible for advanced standing either via Credit Transfer or Recognition of Prior Learning (RPL). Application for Advanced Standing is available at the point of on- line or paper based enrolment. If you have not applied for advanced standing and you consider you have applicable previous learning or experience, please contact your course co-ordinator to discuss the process.

Credit transfer (CT)

Credit transfers are arranged when you have completed the identical or equivalent competency at the Gordon or another training organisation in another accredited course or qualification.
You must be able to present the original statement of attainment proving you have successfully completed.
This will appear in your results as CT. You will not receive a letter regarding this.

Recognition of prior learning (RPL)

You may apply for Recognition of Prior Learning if you have met the learning outcomes of the competencies through one or a combination of the following:
- Work experience
- Previous study
- Workplace training

You must be able to document this through a bona fide position description on company letterhead, a letter from an employer, training certificates, and statements of attainment or testamurs from completed courses of study.

Gordon

31/01/2022
Science and Technology

Page **13** of **48**
ICT - Information Systems Student Handbook

OFFICIAL

The Process

You will:
- Have an initial discussion with your teacher who will outline what you need to present.
- Arrange an interview time with your teacher
- Complete the required RPL form with your teacher
- Present the originals and 2 copies of all documentary evidence such as vendor qualifications *(Microsoft MCITP etc.).* Your teacher needs to sign the copies, indicating that the originals have been sighted and will return the originals to you.
- Your teacher will let you know at the time if the application was successful. It is preferable to complete this process within the first two weeks of the class commencement date.
- Your teacher will then send your application to the Board of Studies for consideration.
- You will receive a letter granting you RPL from student records if successful. This will usually be within the school term that you lodged the application

Recognition process

Evidence of current skills and knowledge are assessed and matched against the competencies specified in the qualification/skill set. The means of assessment will vary according to the nature of the competencies involved but in general will comprise a minimum of **two** of the following assessment methods:
- verbal or written questioning
- demonstration / observation / practical
- provision of a portfolio of documents that demonstrates your knowledge and skills, which may include third party reports addressing the skills and knowledge required in the competencies
- case study

Evidence

Note: Currency and ability to demonstrate ongoing experience in the RPL evidence you provide will be taken into account and is dependent on the industry sector and potential for change which is embedded in the unit outcomes.

Request for credit transfer must be accompanied by previously attained certificate (by provision of the original or a certified copy of the original).

It is important that you discuss RPL with your trainer/assessor before your begin your study program.

Checklist for RPL/RCC, CT
- Have an initial discussion with your teacher regarding RPL/RCC or CT
- Arrange an interview with your teacher
- Make 2 copies of all documentary evidence
- Bring original documents, copies, and RPL/RCC, CT form to your teacher during the interview.
- Teachers MUST sight the original documents; they cannot be copies - if you do not have original documents you will have to source these from your previous place of study or employment. This should be done in the first two weeks of class.
- Responsibility for applications for RPL/RCC, CT or exemptions belongs to the student, and the student must provide the required documentation.
- In some situations the student may be asked to take a test, or complete an assignment, as part of the RPL/RCC process.

This should be done in the first two weeks of class

Responsibility for your applications for RPL\RCC, CT or exemptions belongs to the student, and the student must provide the required paperwork.

In some situations the student may be asked to take a test or complete an assignment as part of the RPL\RCC process.

Requirements for the Credential/Award

Students must satisfactorily complete all competencies within the specific course structure in order to be awarded the relevant Certificate.

Results for each competency are available via The Gordon Web Site. Students may also make an application for an official transcript of results from Customer Service. *(A fee may be applicable for this service.)*

In the event that you wish to withdraw from a course or specific competencies within a course, the appropriate course coordinator must be informed in order to officially act upon this request and generate a withdrawal form. The purpose of this form is to prevent a student having an unsuccessful result recorded against a module from which the student has withdrawn. Withdrawal forms are also available on The Gordon Web Site.

Students must ensure details of enrolment are current. Please notify any change of personal details such as change of address or phone numbers promptly to Customer Service.

Advanced Standing with Deakin University

Students who successfully complete the Advanced Diploma of Computer Systems Engineering or Diploma of Information Technology (Networking) will be given credits in Deakin University's Bachelor of Information Technology degree. The actual number of credits depends upon the individual students results in the course of study.

See http://www.deakin.edu.au/study-at-deakin/apply/credit-for-prior-learning for more information.

Census Date

Your course may contain a census date, whereby, if you decide to withdraw from the course prior to this date you may be entitled to receive a refund of your fee payments. Contact the course coordinator for more information.

Gordon Student Services

Being enrolled as a Gordon student gives you access to many of the facilities at the Institute. You can access information about these services through the website at www.thegordon.edu.au then select Student Support.

Some of the currently available services are:-

Gordon Library
Gordon Bookshop
Counselling and Careers Unit
Student Accommodation
Learning Skills Unit
English Language Unit
Koori Education Unit
Disability Support Services
Photocopying
Photocopying machines are located in the Library for student use.
Austudy & Vet Fee Help
Enquiries can be made to the Student Counsellors in the Student Counselling Unit.

Emergency Procedures

Students should familiarise themselves with emergency evacuation procedures posted in classrooms or corridors.

Fire drills will be conducted throughout the year. Your teacher will give you further information.

7. Student Fees

Payment Options

Students are required to pay the full cost of their course prior to commencement. Students who have not paid their fees or made alternative arrangements cannot attend class. Students who are unable to pay the full amount at the time of enrolment will not be enrolled.

Fees Payment Plan

(Certificate I – Certificate IV Courses)
In extraordinary circumstances where a student is unable to pay their fees in full prior to enrolling into a Certificate I to IV level course the student may apply for a payment plan to pay off their fees in a series of instalments.
This can be arranged through Customer Service.

Refund of Fees – Certificate I to IV Courses

A refund of fees is not made automatically if a student withdraws from a course. To be eligible for a refund students must complete, sign and return an 'Application for Refund of Fees' form together with their completed and signed Withdrawal form.
If enrolment is cancelled during the first week after the course commencement, all tuition fees paid will be refunded together with all student amenities fees paid less the $37 minimum fee that will be retained. Any portion of any other fees or levies to be refunded will be at the discretion of the Program Area.
If enrolment is cancelled after week one but before week four, then 75 per cent of all tuition fees paid will be refunded together with all student amenities fees paid less the $37 minimum fee that will be retained. Any portion of any other fees or levies to be refunded will be at the discretion of the Program Area.
If the enrolment is cancelled after week four of the course commencement, there will be no refund of tuition or student amenities fees. Any portion of any other fees or levies to be refunded will be at the discretion of the Program Area.
If enrolment is cancelled prior to commencement as a result of a student taking up a place at another educational institution and evidence of acceptance and enrolment is provided, a full refund of all fees and levies is provided. Students must provide evidence of their acceptance and enrolment at another educational institution.
Refunds may be available for unit withdrawals, recognition of prior learning, or course cancellation. Students are required to discuss a course withdrawal/cancellation with their applicable Teaching Centre prior to completing a withdrawal or refund request form.
Any students who do not officially withdraw from their enrolment in writing, and have fees outstanding after the withdrawal date will still be liable for their enrolment fees.

Extraordinary circumstances prior to course commencement
Under extraordinary circumstances a full or partial refund may be approved by the Chief Executive Officer of The Gordon. Students must complete the 'Application for Refund of Fees (Fees 3) Form', attaching any relevant supporting evidence. Each case will be considered on its merits.
Refunds of $50 and under may be issued in cash. All other refunds will be issued via cheque or direct deposited as per the details provided on the refund form.

Refund of fees – Diploma and Advanced Diploma Courses

A refund of fees is not made automatically if a student withdraws from a course. To be eligible for a refund students must complete, sign and return an 'Application for Refund of Fees' form together with their completed and signed Withdrawal form.

For all courses at the Diploma level and above, a refund or credit of all tuition fees will be made if the unit withdrawal is prior to the unit census date.

If enrolment is cancelled before week four after the course commencement, all amenities fees paid less the $37 minimum fee will be refunded. Any portion of any other materials fees or levies to be refunded will be at the discretion of the Program Area. A $50.00 administration fee will also apply if the withdrawal is received within one week of the census date.

Students using VET Student Loan must lodge a written withdrawal on or prior to the relevant census date. If the withdrawal form is not submitted by this date your government loan will not be altered and you will liable for the debt.

If the student withdraws at any time after the census date no refund is applicable.

Failing or withdrawing from a unit

If you fail or withdraw from a unit and re-enrol you will be required to pay Full Fee Tuition as you will not be entitled to government funding. The fees for any repeated units will approximately double the standard tuition fee. See the Gordon website for details of course fees.

8. Class Organisation

Class Organisation

Classes at TAFE are organised to incorporate as many practical learning activities as possible. The aim is to create a learning environment which simulates real workplace conditions as is physically possible.

Exercises are often completed in groups which are very hard to complete individually, especially at a later date.

Attendance at all classes is compulsory.

If you cannot attend you must inform your teacher via email.

If you do not attend classes for 2 weeks steps will be instigated to withdraw you from that class.

Mobile Phones

You should not use a mobile phone during class and they should be stored out of sight in your bag or in a pocket. If there are extenuating circumstances and you are expecting a call you must negotiate with your instructor prior to the commencement of the class.

Food and Drink

Food and drink are not allowed in classrooms. You are allowed bottled water with a sealed lid.

the Gordon

31/01/2022
Science and Technology

Page **17** of **48**
ICT - Information Systems Student Handbook

OFFICIAL

9. Sustainability/Green Skills

Workplace Sustainability

The Gordon is committed to workplace sustainability. The teaching team will model sustainable skills that are required within the learning environment and reflect current sustainable practices specific to your industry. In the delivery of this course the teaching team will minimise waste by:

- limiting paper-based materials
- printing double sided
- using technology based tools for example Student Portal, online assessments
- reflecting sustainable practices in the use of energy
- Adopting recycling practices

10. Assessment Policy

Assessment Policy

- Students shall be provided with all assessment details at the commencement of each subject/module/unit of competency. This includes an outline of assessment tasks, assessment criteria/standards, due dates for assessment tasks, examination dates, the marking scheme and re-assessment process. Assessment practice, as far as practicable, needs to be consistent with the information provided to students.
- Students shall be evaluated against all requirements of the Unit of Competency, including all performance criteria; dimensions of competency, required skills and knowledge; employability skills; and critical aspects of assessment and evidence.
- Students have the right to raise grievances relating to assessment outcomes or processes.
- Teachers shall ensure that students' work is assessed within two weeks of the submission date. All results (including resits) must be completed within 4 weeks of the nominated assessment submission/completion date, and entered into the Student Management System (SMS). Formal feedback must be provided to students on their performance within that same time period.
- Regular and constructive feedback on assessment must be provided to students.

Reasonable Adjustment for Students with Disabilities

- Teaching staff shall take all reasonable steps to accommodate the needs of students with special needs or disabilities, through providing modifications or adjustments that do not compromise the academic standard or the essential nature of the academic program.

Page **18** of **48**
ICT - Information Systems Student Handbook

31/01/2022
Science and Technology

the
Gordon

OFFICIAL

Re-assessment

Students may be assessed on their work up to two (2) times before a task will be formally deemed Not Satisfactory. If a re-assessment is deemed Not Satisfactory, the Student may re-enrol on one more occasion in the unit or appeal the assessment decision by following the *Complaints and Appeals Policy* (QA PO 10).

The Gordon's assessment policy has established the following guidelines for re-assessment:

- A student who does not meet the required assessment standards has the right to a single re-submission for reassessment, within two weeks of the determination of a not satisfactory outcome and within the enrolment period of the unit of competency.
- Students who are deemed not satisfactory for a test or exam will be granted one re-sit which must occur within two weeks of the original date for the test or exam.
- The result of any supplementary assessment shall be recorded as either a satisfactory or not satisfactory, no grading will be undertaken of resubmitted work.
- Special circumstances will be taken into consideration regarding assessment schedules and activities (e.g. examinations or tests), non-appearance and performance. Special circumstances include:
  - Severe illness or condition which prevents attendance – this must be justified by a medical certificate which clearly states the medical reasons for non-attendance.
  - Close family member's death – supported by verifiable documentary evidence.
  - Court attendance – which is scheduled as unavoidable, again documentary evidence which verifies the attendance is required.
  - Applications will only be considered if the request is received in writing and supporting documents are provided to the nominated teacher or Course Co-ordinator prior to the scheduled due date.

Due date extension:

- A student who is unable to meet an assessment deadline due to special circumstances as detailed above may apply for a single extension of due date with the appropriate teacher, provided that the application is made prior to the due date and there are valid reasons why the deadline cannot be achieved.
- This application may or may not be granted and the teacher or Course Co-ordinator carries the authority for such a decision.
- Where a student does not request an extension based on a valid reason or meet the deadline for an extension prior to the submission date, it will be considered a first attempt at the task.

Where a student is deemed Not Yet Competent for a unit of competency, or does not complete all assessment tasks but undertakes all learning activities, they will be permitted one reattempt of the unit of competency. Any re-enrolment in the unit after that point must be authorised by the Program Manager, if appropriate, in liaison with a Student Support officer, based on a review as to whether there is a reasonable chance the student with appropriate support can meet all requirements of the unit of competency on the final 3rd attempt.

11. Pre-requisite Learning Pathways

Some subjects will have pre-requisites in order for you to progress through the course. If you do not pass the pre-requisite subjects you will not be able to enrol in those classes. Please check the list below for information.

Year 1	Advanced Diploma of Computer Systems Engineering	
Cluster	**Pre-requisite 1**	**Pre-requisite 2**
Business Skills 1 – S1		
Workplace Health and Safety – S1	Workplace Health and Safety - UEENEEE101A	
Introduction to Networking – S1	Workplace Health and Safety	
Small Office Systems-S1	Workplace Health and Safety	
PC Hardware Maintenance – S1	Workplace Health and Safety	
3D printing – S1	Workplace Health and Safety	
PC Software Maintenance –S1	Workplace Health and Safety	
Business Skills 2-S2		Business Skills 1
Introduction to WEB Programming – S2	Workplace Health and Safety	
Computer Electronics –S2	Workplace Health and Safety	
Server Administration - Windows-S2	Workplace Health and Safety	Introduction to Networking
Networking 1-S2	Workplace Health and Safety	Introduction to Networking
Introduction to Internet of Things-S2	Workplace Health and Safety	PC Hardware Maintenance
Server Administration Unix-S2	Workplace Health and Safety	Introduction to Networking
Year 2		
Networking 2-S3	Networking 1	
Networking 3 and 4-S4	Networking 2	
Internet of Things-S4	Introduction to Internet of Things	
Systems Project-S3/4		
Web Systems Programming –S4	Introduction to WEB Programming	
Network Server (Virtualisation) – S3	Server Administration – Windows & Server Administration – UNIX	
Network Server (Enterprise)	Server Administration - Windows	
CyberSecurity-S3	Server Administration Unix	Networking 1
Wireless security-S4	Networking 2	
Cloud Project	Network Server (Virtualisation) & Network Server (Enterprise)	

12. Plagiarism

The Gordon maintains its training integrity and has processes in place to identify plagiarism. Where a student uses material from other authors the original source must be referenced. Any practice that does not identify the original source is considered a breach of Student Conduct Management Policy (QA PR11) and Assessment Policy accessible on the student portal.

The English Oxford Dictionary definition of plagiarism is;

The practice of taking someone else's work or ideas and passing them off as one's own
Sourced from http://www.oxforddictionaries.com/definition/english/plagiarism

At The Gordon penalties apply to students who have been identified as submitting assessment that contains substantiated plagiarism. It is considered a breach of Student Conduct and is defined as a Level 2 conduct breach which is behaviour that interferes with the work, safety or comfort of staff or students and may affect the reputation of The Gordon and includes *breaches of assessment policy, including but not limited to, copying, deception and / or plagiarism.*
Penalties apply for substantiated cases of plagiarism and require pursuant to The Gordon's Student Conduct Management Policy which include;
Fail or NYC result be recorded against the specific unit linked to the inappropriate conduct.

13. Assignments

Assignments must be submitted by the due date and time.
Due dates will be found in your Gordon Online course.
Any extensions must be negotiated with the teacher prior to the due date.
Extensions to the due date will not be granted without acceptable documentary evidence explaining the need for an extension being provided by the student. (E.g. Doctors certificate or Statutory Declaration)
If you do not have a Doctor's Certificate or Statutory Declaration you may apply to have a committee to assess your request for an extension. The Committee will consist of the Program Manager and two course Co-ordinators.
Late assignments (where no extension was negotiated) will be considered the student's 2nd attempt at that assignment (ie. There will be no option for the student to resubmit if the assignment is unsatisfactory).
Submission of a plagiarised (copied) assignment will result in all submissions receiving a mark of zero.

14. Student Laptop Use in Class

If you own a laptop computer you may be able to bring it to class for writing notes or other classroom activities. Please discuss the use of laptops in class with your individual teachers. In addition, if your fees are paid you will be able to access the Gordon's internet (Wi-Fi) on your laptop within class for education purposes only.
Most of the labs are designed to be completed on the Computer Systems lab computers. Your instructor will not provide assistance if you attempt to do labs on personal laptops.

15. Booklists

- All students will require a 500GB portable hard disk. A thumb drive will not be sufficient.
- Advanced Diploma in Computer Systems Engineering Year 1 & Certificate III in Information Technology (Networking)
    - (Mandatory) – The Business Communication Handbook by Judith Dwyer
    - Approximate Cost $60.00
- Advanced Diploma in Computer Systems Engineering Year 2
    - (No Texts required - all material is available online!)
- Certificate II in Computer Assembly and Repair
    - (No Texts required - all material is available online!)
- **OPTIONAL** – **A Raspberry Pi 3 Model B+ and Case $55.00**

16. E Central - Student Portal

All students have access to the student portal upon completion of their enrolment with The Gordon and payment of fees as invoiced. The student portal is your secure login where you can navigate all Gordon services and access course details specific to your enrolment.

Items you can access via the Student Portal:

- Student Management System-eCentral
- Access to your results
- Make payments
- Monitor financial transactions
- Update your contact details
- Status of all enrolled units in your current Study Plan
- Study Skills Session availability (when offered)
- Gordon Online Orientation and Online Welcome Booklet
- Printing credit status
- Library services
- Documents and Forms (Gordon's Policy documents and forms covering assessment process, student code of conduct, fees and charges process complaints and appeals process.

Page **22** of **48**
ICT - Information Systems Student Handbook
31/01/2022
Science and Technology
the Gordon

OFFICIAL

17. Rights and Responsibilities

Gordon's Responsibilities to the Student

Provision of quality training and assessment program that is consistent with the requirements of the training package, industry needs and tailored to the individual's needs, experience and desired employment /learning outcome.

- Ensure delivery and assessment practices that reflect our scope of registration.
- Provide clear information regarding any requirements the student must meet to enter and successfully complete their chosen training program
- Provision of assessment processes that are fair, flexible valid and reliable
- Ensure that student evidence is valid, sufficient, authenticity and current
- Provide training services that comply with all related legislation as detailed in the Standards for Registered Training Organisation 2015, including laws related to Occupational Health and Safety, Disability Act 2006, working with Children's Act 2005 and comply with the Charter of human Rights and Responsibilities Act 2006 (Vic).
- Provide each learner the educational human and physical resources, and environment for the program duration to facilitate the best opportunity to meet competencies required.
- Issuance of AQF certification documentation or equivalent.
- Notification if the course is offered on behalf of The Gordon by a third party and details of specifics related to that arrangement.
- As soon as practicable notify the student of any major changes that will impact the training program the student is enrolled in such as legislative changes, changes to the currency status of the training product that may result in transitional outcomes, timetabling modifications or changes to training staff.
- To ensure complaints and appeals are recorded, acknowledged and dealt with fairly, efficiently and effectively pursuant to The Gordon's Complaints and Appeals policy.
- Administer a clear fees charges and refund policy including provision of fees and charges related to the specific course prior to enrolment or commencement of training and any other related materials costs the student will be expected to pay during the training program. Information provided by The Gordon via the Fees and Charges policy include rights by the student (as the consumer) related to fees including any applicable cooling off periods, options for the VET Student Loan Scheme for applicable qualifications and the associated required refund timeframes rights to refund for services terminated early by The Gordon or fails to provide the agreed services.
- Comply with the current obligations of the VET Funding Contract (TAFE) for government subsidised students
- Provide clear information to the student regarding their rights and obligations for the duration of their enrolment supported by best business practices.

Your Responsibilities to The Gordon;

- Adhere to The Gordon Student Code of Conduct (accessed via student portal on documents and forms and Orientation Induction presentation)
- Participate in learning activities,
- Complete all assessment tasks,
- Guarantee that completed assessment work submitted is your own by completing the assessment cover sheet with all work submitted
- Provide advice to the Trainer in a timely manner should you wish to request an extension to an assessment due date, withdraw from a unit/s(within two weeks due date or of withdrawal decision),
- Settle all invoices in timeframes required (including any payment plan)
- Repay any debt incurred under the VET Student Loan scheme
- To be fully informed in writing (hard copy or referral to an electronic document) with all relevant information regarding the training program prior to enrolment or commencement of training and assessment whichever comes first so an informed decision on selection of training can be made confidently.
- To be confident that any complaints and or appeals are handled effectively professionally and with respect
- To have access to a clear fees and charges process which includes information regarding the refund application processes and timeframes, your refund options in situations outside your control such the course is terminated early prior to your completion The Gordon fails to provide the agreed services, (and other unlikely events such as TAFE closure, and or third party closure if applicable) and detailed information regarding obligations under any fee assistance scheme.
- To be informed regarding any changes that may impact on my training program, including currency status of the qualification/skills set or course they are enrolled in, timetabling updates, any third party arrangement and or modifications, assessment schedules, and RTO status.

Your Student Rights

- To be fully informed in writing (hard copy or referral to an electronic document) with all relevant information regarding the training program prior to enrolment or commencement of training and assessment whichever comes first so an informed decision on selection of training can be made confidently.
- To be confident that any complaints and or appeals are handled effectively professionally and with respect
- To have access to a clear fees and charges process which includes information regarding the refund application processes and timeframes, your refund options in situations outside your control such the course is terminated early prior to your completion The Gordon fails to provide the agreed services, (and other unlikely events such as TAFE closure, and or third party closure if applicable) and detailed information regarding obligations under any fee assistance scheme.
- To be informed regarding any changes that may impact on my training program, including currency status of the qualification/skills set or course they are enrolled in, timetabling updates, any third party arrangement and or modifications, assessment schedules, and RTO status.

18. Student Surveys

To ensure the continuous improvement of the delivery and assessment of our programs, The Gordon collects and collates student feedback through the use of student surveys. Some of these are conducted by The Gordon while other surveys are run independently of The Gordon.

We encourage your support and participation in this process to enable us to better support your learning and make improvements to future training programs.

19. Issue of Awards and Statements of Attainment

On successful completion of the course you will receive a [Insert qualification/skill set title and code. You will receive either:

- An award for satisfactory completion of all units of competency in [insert code and qualification title as listed on training.gov.au] including a test amur listing all the units attained under the qualification

Or

- Statement of attainment which details all units successfully attained as 'part of the [insert qualification/course code and title

Providing you have paid all fees, your award or statement of attainment will be issued within 30 days of you being assessed as meeting the requirements of the course.

The original award or statement of attainment is provided to you as the enrolled student upon successful completion.

If you are an Apprentice, part or all of your qualification is workplace competency based assessment which requires signoff by your employer as verification of competency.

The Gordon provides (each January for the duration of your apprenticeship/traineeship contract) your current employer with a statement of results for the previous year. Completion of your apprenticeship/traineeship qualification requires signoff by your employer verifying final confirmation of competency and completion as set by Competency Based Completion arrangements.

20. Frequently Asked Questions

What should I do if I need to withdraw from a course or unit?

If you need to withdraw from a unit/s it is critical that you communicate this to your trainer as soon as possible and complete the applicable paper work (Withdrawal Form and Application for Refund of Fees if eligible), available from the Customer Service Office or your teaching area in order to officially withdraw from the unit/s. The timing of this process may impact your refund entitlements. Refer to Fees and Charges Document on Student Portal and Gordon Online. Note students enrolled in courses under VET student Loan need to undertake the withdrawal process prior to census date to ensure funds are credited appropriately.

What should I do if I know that I will miss a class?

You should advise your subject teacher and ensure that you have organised with another student to collect any notes, assessments or handouts. If you will be absent for more than one class you should discuss your options with your subject teacher. Staff will be helpful but students cannot expect one-on-one tuition.

If you have a **medical certificate** for any missed classes, this should be submitted to the teacher for the classes concerned. It is your responsibility to ensure this happens as your absence will impact on the required attendance time and/or assessments.

What should I do if I can't submit an assessment on time?

Late assessment tasks will be considered your 2nd (and final) submission unless you have negotiated an extension prior to the due date.

What will happen if I fail to submit an assessment on time?

Please see the Assignment page of this book.

How do I collect my assessments and/or other work to be returned?

Staff will (where possible due to timing of delivery and assessment due dates) return work to students in class time and/or notify students of work being returned via library. Students and staff will discuss these options during the delivery schedule.

What will happen if I fail an assessment?

You are entitled to one re-submission within the original enrolment and scheduling timeframe. Due to learning requirements, some assessments are scheduled late in the delivery timeframe of units. The latest due date will be three weeks prior to completion of unit delivery, this is a nominal timeframe for staff to correct work and return to students.

It is therefore the student's responsibility to address any resubmissions with the appropriate staff member.

In some cases a resubmission may require a different assessment task. There will be no extensions for the re-submission.

It may be necessary to re-enrol you in the unit if you provide a re-submission after the unit delivery timeframe is complete.

What should I do if I am struggling with my course and/or the workload?

It is important that you discuss your situation with your teacher as early as possible. The Gordon has support systems in place and staff can implement an Individual Learning Plan to assist you. We are keen for you to complete your studies at The Gordon and there are options for those who need some short term or long term assistance.

How do I contact teachers?

Teachers can be contacted using The Gordon email system.

An appointment request must be emailed to the teacher. Teachers have busy workloads and many classes to attend and are often time poor. Please consider this when requesting a meeting.

Students will not be admitted to the Staff Room without an appointment.

How to request action and information

Should you not receive information or are unhappy with your training and assessment, please discuss all issues with your training consultant. Should satisfaction not be achieved, The Gordon has a grievance policy and the process can be implemented to solve problems. If you believe the assessment process was inappropriate or unfair, or you disagree with your assessment result, you may lodge an appeal.

Page **26** of **48**
ICT - Information Systems Student Handbook

31/01/2022
Science and Technology

the Gordon

OFFICIAL

In general, the first step is to meet the training consultant to try to resolve the matter in an informal way. It is important that you communicate your disagreement as it will often be able to be sorted out.

Here are some ways to tackle the problem:
- Let them know that you are surprised or disappointed by the result
- Discuss what the problem was with your evidence
- Ask if the assessor would be willing to review the assessment
- Find out if you can be re-assessed or if you can submit extra evidence

You may want to have a support person (e.g. your work place supervisor) to help you through the process. If this is unsatisfactory, you can begin a formal appeal by contacting the Education Manager at The Gordon. This will initiate the appeal procedure, which generally involves bringing in a third party such as another assessor, or a panel, to deal with the matter.

How do teachers contact me?

Teachers will contact you using The Gordon email system.

You must check your Gordon email regularly.

Teachers will also post information on the Student Portal.

Text messages will be sent to students in the event of last minute cancellations of class or other short term information. You should advise the teaching staff if you wish to 'opt out' of this system.

If your mobile number or other contact details change during the year **PLEASE ENSURE THEY ARE UPDATED.**

21. Emergency Evacuations

What should I do in an Emergency Evacuation?

All buildings at The Gordon campuses have an Evacuation Map. You should always read and make yourself familiar with the exits and the relevant evacuation assembly area and these details will be relayed to you by your trainer.

Emergency Procedure:

1. Assist anyone in immediate danger. Help anyone with any difficulties.
2. Raise the alarm. If the alarm is not sounding tell the staff member of the danger or ring Gordon security at;

City Campus	East Campus
(03) 5225 0999 or	0409 010 858
4999 Internal Gordon phone	4163 Internal Gordon phone

1. Leave by the nearest or safest exit. **DO NOT USE A LIFT**.
2. Only take your personal property if it is safe to do so.
3. Assemble in the evacuation area. (Evacuation maps are located in every building)
4. Report injuries or information to a staff member or relevant authority dealing with the emergency including the location of a person with mobility issues.

Do not leave the **assembly area until advised by an authorised member of staff (in case of a drill)** and or re-enter the building until advised by relevant authority (in the case of an emergency).

22. ICT30120 Certificate III in Information Technology

Aim of course

Persons working at this level will support information technology activities in the workplace across a wide range of ICT areas, including:

- building websites,
- network administration,
- coding,
- IT applications,
- business skills,
- cloud applications,
- PC maintenance and networking

Course Description

This qualification provides the skills and knowledge for an individual to be competent in a wide range of general information and communications technology (ICT) technical functions and to achieve a degree of self-sufficiency as an advanced ICT user.

Duration

6 months

Delivery Sites

This course is delivered at The Gordon East Campus.

Selection criteria/entry requirements

Applicants are expected to have language, literacy, numeracy and communication skills to at least Year 11 level.

Selection mode

LLN Test

Study mode

Assessment for this course is based on:

- Hands-on projects
- Written assignments
- Team projects

Units of competency

ICT30120 Certificate III in Information Technology

Unit Code	Unit Title	Core/ Elective	Pre Requisites	Hours
Design Thinking / Team Work				
BSBCRT301	Develop and extend critical and creative thinking skills	Core	None	40
BSBXTW301	Work in a team	Core	None	40
Cyber Security Systems				
ICTNWK309	Configure and administer network operating systems	Elective	None	70
BSBXCS303	Securely manage personally identifiable information and workplace information	Core	None	40
Cyber Policies				
ICTICT313	Identify IP, ethics and privacy policies in ICT environments	Core	None	50
Help Desk Operation				
ICTSAS305	Provide ICT advice to clients	Core	None	40
Programming				
ICTPRG302	Apply introductory programming techniques	Core	None	40
PC Software				
ICTICT302	Install and optimise operating system software	Elective	None	20
Networking				
ICTSAS310	Install, configure and secure a small office or home office network	Elective	None	50
Cloud				
ICTCLD301	Evaluate characteristics of cloud computing solutions and services	Elective	None	40
Web				
ICTWEB431	Create and style simple markup language documents	Elective	None	40

Page **30** of **48**
ICT - Information Systems Student Handbook
31/01/2022
Science and Technology
the Gordon

OFFICIAL

23. ICT40120 Certificate IV in Information Technology (Websites)

Aim of course

This qualification provides the skills and knowledge for an individual to independently create and maintain software applications, active websites, and databases. Students will be provided with an introduction to cybersecurity, alternate operating systems maintenance, and further studies on business skills, documentation, and working within workplace teams.

Course Description

The course incorporates ICT30115 Certificate III in Information, Digital Media and Technology as the first six months of study and includes theoretical and practical training in:
- Database applications
- Business & Workplace skills
- Digital Web Technologies
- Server Administration (Unix)
- Introduction to Cybersecurity
- Programming (Java, C#)

The course also benefits from strong industry partnerships with key IT vendors including CISCO networking academy and Microsoft Imagine Academy.

Duration

6 months (Semester 2)

Delivery Sites

This course is delivered at The Gordon East Campus

Selection criteria/entry requirements

- Students are expected to have successfully completed the Certificate III in Information, Digtial Media & Technology.
- Applicants are expected to have language, literacy, numeracy and communication skills to at least Year 11 level.
- Note: If you cannot read and write documents and complete math's work to the level required you may be accepted to the course, but you may be enrolled in additional subjects to help you build the skills needed to successfully complete the program

Selection mode

Completion of Certificate III in Information, Digital Media & Technology.

Study mode

Assessment for this course is based on:
- Hands-on projects
- Written assignments
- Team projects

the Gordon

31/01/2022
Science and Technology

Page **31** of **48**
ICT - Information Systems Student Handbook

OFFICIAL

Units of competency

ICT40120 Certificate IV in Information Systems (Programming))

Unit Code	Unit Title	Core/ Elective	Pre Requisites	Hours
Innovation and Collaboration				
BSBCRT404	Apply advanced critical thinking to work processes	Core	None	40
ICTICT443	Work collaboratively in the ICT industry	Core	None	30
Cyber Risk, Ethics and Privacy				
BSBXCS404	Contribute to cyber security risk management	Core	None	30
ICTICT451	Comply with IP, ethics and privacy policies in ICT environments	Core	None	60
Help desk simulation				
ICTSAS432	Identify and resolve client ICT problems	Core	None	40
Emerging Technologies				
ICTICT426	Identify and evaluate emerging technologies and practices	Core	None	40
Cloud				
ICTCLD401	Configure cloud services	Elective	None	40
ICTCLD301	Evaluate characteristics of cloud computing solutions and services	Elective	None	60
Database				
ICTDBS416	Create basic relational databases	Elective	None	40
ICTPRG438	Configure and maintain databases	Elective	None	50
ICTDBS415	Build a database	Elective	None	30
C#				
ICTPRG430	Apply introductory object-oriented language skills	Elective	None	60
Java				
ICTPRG440	Apply introductory programming skills in different languages	Elective	None	60
Web				
ICTWEB432	Design website layouts	Elective	None	40
ICTWEB452	Create a markup language document	Elective	None	20
Cyber				
ICTNWK421	Install, configure and test network security	Elective	None	50
Win				
ICTNWK423	Manage network and data integrity	Elective	None	40
Linux				
ICTWEB423	ENSURE DYNAMIC WEBSITE SECURITY	Elective	None	30
ICTNWK421	Install, configure and test network security	Elective	None	50
Programming				
ICTICT424	Address cyber security requirements	Core	None	80

24. ICT40120 Certificate IV in Information Technology (Networking)

Aim of course

This qualification provides the skills and knowledge for an individual to install and manage small scale networks, either as an independent network support technician or as part of a team.

Course Description

The course incorporates theoretical and practical training in:
- Cybersecurity,
- Design, installation and maintenance of local area networks,
- wireless networking,
- server software,
- network administration
- Internet of Things'.

Delivery Sites

This course is delivered at The Gordon East Campus

Selection criteria/entry requirements

- Students are expected to have completed the Certificate III in Information, Digital Media & Technology
- Applicants are expected to have language, literacy, numeracy and communication skills to at least Year 11 level.
- Note: If you cannot read and write documents and complete math's work to the level required you may be accepted to the course, but you may be enrolled in additional subjects to help you build the skills needed to successfully complete the program

Selection mode

Interview

Study mode

Assessment for this course is based on:
- Hands-on projects
- Written assignments
- Team projects

the Gordon

31/01/2022
Science and Technology

Page **33** of **48**
ICT - Information Systems Student Handbook

OFFICIAL

Units of Competency

ICT40120 Certificate IV in Information Technology (Networking)

Unit Code	Unit Title	Core/ Elective	Pre Requisites	Unit Code
Innovation and Collaboration				
BSBCRT404	Apply advanced critical thinking to work processes	Core	None	40
ICTICT443	Work collaboratively in the ICT industry	Core	None	30
Cyber Risk, Ethics and Privacy				
BSBXCS404	Contribute to cyber security risk management	Core	None	30
ICTICT451	Comply with IP, ethics and privacy policies in ICT environments	Core	None	60
Help desk simulation				
ICTSAS432	Identify and resolve client ICT problems	Core	None	40
Emerging Technologies				
ICTICT426	Identify and evaluate emerging technologies and practices	Core	None	40
Cloud				
ICTCLD401	Configure cloud services	Elective	None	40
ICTCLD301	Evaluate characteristics of cloud computing solutions and services	Elective	None	60
Database				
ICTDBS416	Create basic relational databases	Elective	None	40
ICTPRG438	Configure and maintain databases	Elective	None	50
ICTDBS415	Build a database	Elective	None	30
C#				
ICTPRG430	Apply introductory object-oriented language skills	Elective	None	60
Java				
ICTPRG440	Apply introductory programming skills in different languages	Elective	None	60
Web				
ICTWEB432	Design website layouts	Elective	None	40
ICTWEB452	Create a markup language document	Elective	None	20
Cyber				
ICTNWK421	Install, configure and test network security	Elective	None	50
Win				
ICTNWK423	Manage network and data integrity	Elective	None	40
Linux				
ICTNWK428	Create scripts for networking	Elective	None	60
ICTNWK422	Install and manage servers	Elective	None	40
Programming				
ICTPRG302	Apply introductory programming techniques	Core	None	40

25. 22334VIC Certificate IV in Cybersecurity

Aim of course

This qualification provides the skills and knowledge for an individual to manage, as an independent ICT specialist or as part of a team, the installation of a range of networks, including internetworking, security and e-business integration.

Course Description

This course provides you with advanced skills and knowledge in:
- The design, installation and maintenance of local and wide area networks
- Wireless networking and security
- Internet security
- Cloud computing and virtualisation
- Enterprise network administration
- Computer hardware maintenance
- Desktop deployment

The course incorporates ICT30120 Certificate III in Information, Digital Media and Technology and ICT40120 Certificate IV in Information Technology as the first year of study. Throughout the course, you'll complete extensive practical laboratory tasks incorporating design, construction, systems commissioning and maintenance.

Duration

2 years

Delivery Sites

This course is delivered at The Gordon East Campus

Selection criteria/entry requirements

- Applicants must be aged 17 or over
- Applicants must be able to provide evidence that they have completed Year 12 or they will be required to undertake an independent assessment test to ensure their level of competence meets the Year 12 level.
- Applicants will need to enrol in and first complete ICT30115 Certificate III in Information, Digital Media and Technology and ICT40415 Certificate IV in Information Technology Networking in the first year

Selection mode

Selection will be based on application. You may be required to undertake an informal interview after applications have been received.

Study mode

Assessment for this course is based on:
- Self Paced Learning
- Hands-on projects
- Written assignments
- Team projects

OFFICIAL

Units of Competency

22334VIC Certificate IV in Cybersecurity

Semester 1				
Unit Code	**Unit Title**	**Core/ Elective**	**Pre-Requisite**	**Hours**
IT Professional				
ICTICT418	Contribute to copyright, ethics and privacy in an ICT environment	Core	None	40
BSBWHS401	Implement and monitor WHS policies, procedures and programs to meet legislative requirements	Core	None	50
Secure Devices				
VU21990	Recognise the need for cyber security in an organisation	Core	None	60
VU21993	Secure a networked personal computer	Elective	None	60
Network Engineering Fundamentals 1 (CCNA1)				
VU21988	Utilise basic network concepts and protocols required in cyber security	Core	None	80
ICTNWK531	Configure an internet gateway	Elective	None	60
Ethical Hacking				
ICTPRG407	Write script for software applications	Core	None	40
VU21989	Test concepts and procedures for cyber security	Core	None	60
VU21997	Expose website security vulnerabilities	Elective	None	80
Semester 2				
Network Engineering Fundamentals 2 (CCNA2)				
VU21991	Implement network security infrastructure for an organisation	Core	VU21988 VU2199	80
ICTNWK509	Design and implement a security perimeter for ICT networks	Elective	None	60
Cyber Security Practice				
VU21995	Manage the security infrastructure for the organisation	Elective	None	80
VU21996	Evaluate and test an incident response plan for an enterprise	Elective	None	40
Cyber Security Design Project				
VU21992	Develop a cyber-security industry project	Core	ICTPRG407 VU21988 VU21989 VU21990	120
RIICOM301D	Communicate information	Core	None	30
BSBRES411	Analyse and present research information	Core	None	40

Page **36** of **48**
ICT - Information Systems Student Handbook
31/01/2022
Science and Technology
the Gordon

OFFICIAL

26. ICT50220 Diploma of Information Technology

Aim of course

The Advanced Diploma of Information Technology is a full-time, two year course in using computers, with an emphasis on developing software, databases and websites.

The emphasis in this course is on hands-on computer use. Each student will have their own computer in computer classes.

The course aims to provide students with a range of skills and knowledge that are widely utilised in the computer industry by exposing students to all facets of the Information Technology industry.

Course Description

If you are looking to develop a career in the Information and Communication Technology (ICT) industry or a pathway to university, this course is your answer.

Over two years*, this practical and hands-on course covers a broad range of ICT skills and knowledge including:

- Cybersecurity policy and strategy
- Business Service Support
- Programming
- Cloud
- Server Web Programming
- Data Analytics
- Project - Agile Knowledge

Duration

The first year of the course is the Certificate III in Information, Digital Media and Technology, and the Certificate IV in Information Technology. The second year of the course comprises of 12 months.

Delivery Sites

This course is delivered at The Gordon East Campus

Selection criteria/entry requirements

- Applicants must be aged 17 or over
- Applicants must be able to provide evidence that they have completed Year 12 or they will be required to undertake an independent assessment test to ensure their level of competence meets the Year 12 level.
- Applicants will need to enrol in and first complete ICT30115 Certificate III in Information, Digital Media and Technology and ICT40115 Certificate IV in Information Technology in the first year

Selection mode

Selection will be based on application. You may be required to undertake an informal interview after applications have been received.

Study mode

Classroom delivery - full time (approx 22 - 24 hours per week).
While every effort is made to schedule classes during business hours, it may be occasionally necessary to timetable classes in the evening.

Assessment

Assessment for this course is based on:
- Hands-on projects
- Written assignments
- Team projects

Page **38** of **48**
ICT - Information Systems Student Handbook
31/01/2022
Science and Technology
the
Gordon
OFFICIAL

Units of Competency

ICT50220 Diploma of Information Technology (Websites)

Unit Code	Unit Title	Core/ Elective	Pre Requisites	Hours
Cybersecurity policy and strategy S1				
BSBXCS402	Promote workplace cyber security awareness and best practices	Core		40
ICTICT517	Match ICT needs with the strategic direction of the organisation	Core		50
Business service support S1				
ICTICT532	Apply IP, ethics and privacy policies in ICT environments	Core		40
ICTSAS527	Manage client problems	Core		20
Programming (Java) – S1				
ICTPRG535	Build advanced user interfaces	Elective		30
ICTPRG547	Apply advanced programming skills in another language	Elective		55
Programming – Semester 1				
ICTPRG602	Manage the development of technical solutions from business specifications	Elective		60
ICTSAD505	Develop technical requirements for business solutions	Elective		80
REST, MVC and noSQL (Python) - FY				
ICTPRG554	Manage data persistence using noSQL data stores	Elective		80
ICTPRG556	Implement and use a model view controller framework	Elective		70
ICTPRG553	Create and develop REST APIs	Elective		60
Cloud Architecture - FY				
ICTCLD501	Develop cloud disaster recovery plans	Elective		40
ICTCLD502	Design and implement highly-available cloud infrastructure	Elective		80
ICTCLD503	Implement web-scale cloud infrastructure	Elective		40
ICTCLD504	Improve cloud-based infrastructure	Elective		60
Server Web Programming (C#) - FY				
ICTPRG549	Apply intermediate object-oriented language skills	Elective		60
ICTWEB513	Build dynamic websites	Elective		60
ICTWEB514	Create dynamic web pages	Elective		40
Data Analytics – S2				
ICTDAT501	Gather, analyse and verify data from different source inputs	Elective		60
Agile Project – FY				
BSBCRT512	Originate and develop concepts	Core		30
ICTICT529	Organise and lead agile projects	Elective		60
BSBXTW401	Lead and facilitate a team	Core		50

27. UEE60411 Advanced Diploma of Computer Systems Engineering

Aim of course

This course will develop advanced IT skills for a career in the computer and network systems engineering industry

Course Description

This qualification provides competencies to design, install / validate / evaluate and administer computer equipment and systems, manage risk, estimate and manage projects and provide technical advice/sales

Duration

2 years

Delivery Sites

This course is delivered at The Gordon East Campus

Selection criteria/entry requirements

- Applicants are expected to have language, literacy, numeracy and communication skills to Year 12 level.
- Applicants must be able to provide evidence that they have completed Year 12 or they will be required to undertake an independent assessment test to ensure their level of competence meets the Year 12 level. Please visit Admissions and Selections Policy to review our full Student Selection Policy

Selection mode

Selection is based on application. You may be required to undertake an informal interview after applications have been received

Study mode

Assessment for this course is based on:
- Hands-on projects
- Written assignments
- Team projects

Page **40** of **48**
ICT - Information Systems Student Handbook
31/01/2022
Science and Technology
the Gordon
OFFICIAL

Units of Competency

Advanced Diploma of Computer Systems Engineering

YEAR 2 Semester 1 and Semester 2			
Semester 1 Units Student commence semester in units in UEE60411 and are transitioned into UEE60420 for the commencement of semester 2			
Networking 2	**Core/ Elective**	**Pre Requisites**	**Hours**
ICTTEN4210A9 Implement and troubleshoot enterprise routers and switches	Elective	None	100
Systems Project [FULL YEAR] mid year transtion			
UEENEEH115A Develop software solutions for microcontroller based systems	Elective	UEECD0007	60
UEENEEH141A Manage computer systems/electronics projects	Core	None	40
Risk and Sustainability			
UEENEEE078B Contribute to risk management in electrotechnology systems	Core	None	20
UEENEEK132A Develop strategies to address environmental and sustainability issues in the energy sector	Core	None	20
Network Server (Virtualisation)			
UEENEED114A Design and manage enterprise computer networks	Elective	None	
Cyber Security			
UEENEED122A Design and implement security for Internetworking systems	Elective	None	100
Applications Programming			
UEENEED111A Develop, implement and test object oriented code	Elective	EECD0007	140
Semester 2 - will be delivered in S2 2022			
Networking 3 and 4			
UEECS0007 Design and implement networking systems for internetworking	Elective	None	120
UEEEC0011 Design and develop electronics/ computer systems projects	Core	None	40
Internet of Things			
UEECS0004 Commission industrial computer systems	Core	UEECD0007	20
UEECS0025 Modify-redesign of industrial computer systems	Core	UEECD0007	20
UEEAS0004 Select electronic components for assembly	Elective	UEECD0007	20
Web Systems Programming –PHP / mySQL			
UEECS0027 Provide Programming Solution For Computer Systems Engineering Problems	Elective	None	60
UEECD0014 Develop design brief for electrotechnology projects	Core	None	40
Wireless security- Mikrotik			
UEECS0010 Design and implement wireless LANs/WANs for internetworking systems	Elective	None	100
Cloud Project - USE AWS			
UEECS0026 Plan industrial computer systems projects	Elective	None	80
UEECS0015 Develop energy sector computer network applications infrastructure	Elective	None	60
Network Server (Enterprise)			
UEEECS0016 Develop energy sector directory services	Elective	UEECD0007	80

the Gordon

31/01/2022
Science and Technology

Page **41** of **48**
ICT - Information Systems Student Handbook

OFFICIAL

28. Gordon Online

The Gordon Institute of TAFE - Student Portal allows you online access to information and resources from TAFE and at home.

The portal provides all enrolled students access to Gordon Online, general student information, such as email, results, student activities, support services, the library and news.

It also provides access to course specific information and learning resources for enrolled students. This information may include teachers contact details, unit guides, presentations, student notes, test and assignment schedules and timetables.

The use of the portal is not a substitute for attending classes. The resources and information are designed to support classroom teaching.

You can access your online learning resources (the Student Portal, Gordon Online and your Gordon e-mail account) from inside and outside the Institute (where ever you have internet access).
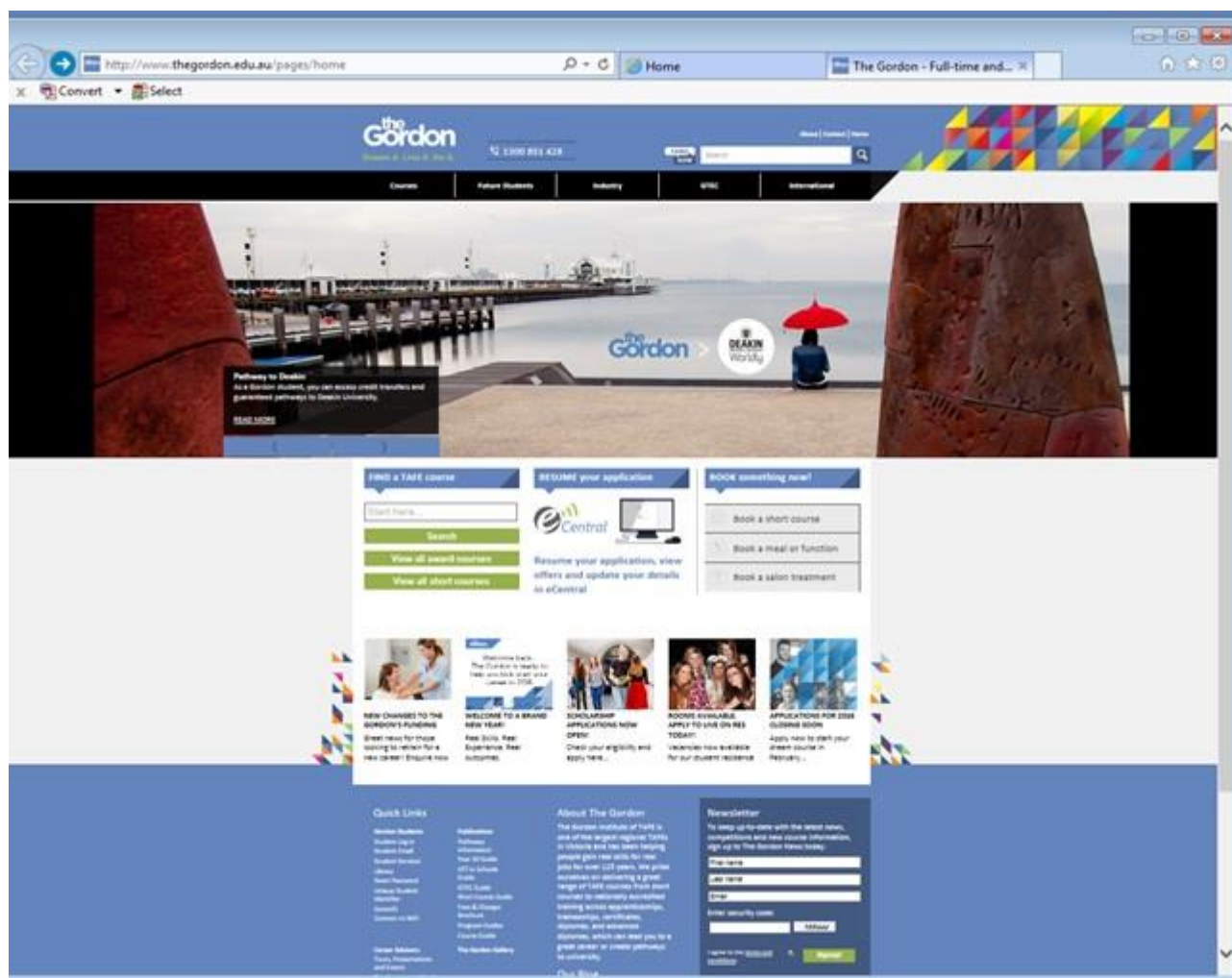
New Gordon Online Website

Accessing Gordon Online

1. Go to the Gordon main site.
   www.thegordon.edu.au
2. Scroll down, then click on the "Gordon Students" link under Quick links.

3.   This will probably require you to log in as a student.
      After you have logged in the first time it is a good idea to change your password.
      Acceptable passwords contain more than 8 characters,
      Including lower case letters, uppercase letters and numbers.
      Please remember your new password.
4.   Once you successfully enter the Gordon Students Page, click Gordon Online.

This should get you into your home page on Gordon Online

Select the appropriate link as directed by your teacher, or search for the appropriate course

You are now logged into Gordon Online. The Gordon Online homepage displays a list of all   the on line courses / units that you are enrolled in.

Under Course List click on the name of the unit you wish to access.

Courses have a style similar to the image above

29. Accessing email on your phone

Follow these steps to setup your Exchange ActiveSync account on your iPhone:

1. Tap **Settings >Mail, Contacts, Calendars>Add Account>Microsoft Exchange**.

2. Enter the information in the fields below, then hit **next**

Your email address will be
YOURID@gordontafe.edu.au e.g. 12000001@gordontafe.edu.au
Domain is gordontafe.edu.au
Username will be your email address
Password is your password
Server is mymail.gordontafe.edu.au

3. Choose which content you would like to synchronize: Mail, Contacts, and Calendars. Tap **save** when finished.

To modify your exchange settings, Tap Settings > Mail, Contacts, Calendars, select your Exchange account, and tap Account Info.

And Finally – And Most Importantly;

Enjoy your Studies with Us and Have Fun!

Page **48** of **48**
ICT - Information Systems Student Handbook

31/01/2022
Science and Technology

the Gordon

OFFICIAL