THE ROSEBERN COLLEGE

ICT40120 - CERTIFICATE IV IN INFORMATION TECHNOLOGY

DOMESTIC STUDENTS

This brochure is prepared to provide useful information to the prospective domestic students interested to enrol in the ICT40120 - Certificate IV in Information Technology program with The Rosebern College.

Course Overview

The Certificate IV in Information Technology is developed for individuals who wish to apply information technology knowledge and skills to solve business problems in a broad range of industry contexts.

Students in this program will be introduced to the concepts of information technology and will learn strategies to analyse, plan, design and evaluate techniques to solve problems for secure and uninterrupted business services. They will use communication skills to work in organizations collaboratively and efficiently for achievements of the goals and objectives.

They will learn to be effective team members, and perform duties in an ethical and professional manner for business continuity, confidentiality, integrity and availability.

Eligibility Criteria

The course is targeted at domestic students who are:

- Seeking to pursue a career in information technology

- Want to change career in a new industry sector
- Seeking pathway for higher qualifications in Information Technology.

The course completion will help you achieve these goals and lend you towards new opportunities in employment as well as in education.

Entry Requirements

- Be at least 18 years of age and have completed Year 12 or equivalent.

- Participate in a course pre-training LLN review to determine suitability for the course and student support needs

- Must be an Australian or New Zealand permanent resident or Citizen

Language, Literacy and Numeracy (LLN) Requirements

Once your Application for Enrolment is received you will be required to undertake a pre-training LLN assessment prior to receiving an offer to attend your chosen course.

Minimum threshold for enrolment is Exit Level 2 of the Australian Council for Education Research (ACSF) assessment.

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Students must complete the following:

1. Course application, including attached evidence of previously acquired competencies and education history
2. Undertake a LLN test (exemptions may apply)

Exemptions for LLN test

Students that have evidence of the following are exempt from the pre-training LLN assessment and will be notified in writing by The Rosebern College:

1. Australian Senior Secondary Certificate of Education (year 12 certificate); or
2. Certificate of a qualification at level 4 or above in the Australian Qualification Framework; or
3. An approved English Language program before commencing the course.

Students identified as below Exit Level 2 of the ACSF and requiring assistance with LLN will attend a LLN meeting where support services and plans will be discussed.

Potential Career outcomes

- IT Support Services
- Quality Auditing
- Cyber Security Services
- IT Officer
- Cyber Security Analyst
- Incident Responder
- Virus Technician
- ICT End Point Security
- Associate Systems Administrator
- Information Security Officer
- Public Administration and Safety

Units in the course

The following units will be the part of this course and you are required to complete all to be awarded the certificate. Students who partially complete the program, will be awarded a statement of attainment for the unis they have successfully completed.

Unit Code	Unit Name	Core / Elective
BSBCRT404	Apply advanced critical thinking to work practices	Core
BSBXCS404	Contribute to cyber security risk management	Core

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ICTICT426	Identify and evaluate emerging technologies and practices	Core
ICTICT443	Work collaboratively in the ICT industry	Core
ICTICT451	Comply with IP, ethics and privacy policies in ICT environments	Core
ICTPRG302	Apply introductory programming techniques	Core
ICTSAS432	Identify and resolve client ICT problems	Core
ICTICT449	Use version control systems in development environments	Elective
ICTPRG430	Apply introductory object-oriented language skills	Elective
ICTPRG433	Test software developments	Elective
ICTPRG437	Build a user interface	Elective
ICTPRG440	Apply introductory programming skills in different languages	Elective
ICTCYS407	Gather, analyse and interpret threat data	Elective
ICTICT424	Address cyber security requirements	Elective
ICTSAS214	Protect devices from spam and destructive software	Elective

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ICTCYS403	Plan and implement information security strategies for an organisation	Elective
ICTCYS405	Develop cyber security incident response plans	Elective
ICTICT517	Match ICT needs with the strategic direction of the organisation	Elective
BSBCRT512	Originate and develop concepts	Elective
BSBXCS402	Promote workplace cyber security awareness and best practices	Elective

Training and Assessment Information

This course is delivered online face-to-face as well as through structured online self-study. Students will be required to complete 14 hours of online face to face classes and 6 hours of structured self-study per week. Complete course duration is 52 study weeks (4 terms of 10 weeks). There would be a term break of 3 weeks after each term.

Your online class sessions will be based on lectures as well as practical activities based on a simulated work environment.

You will be provided with a self-study guide for each unit, in which you will be required to complete several activities and submit to your trainer and assessor on a weekly basis.

In addition, you will be required to spend 5 hours weekly on research and general reading to complete your assessments. You may also be required to contribute to the online forum for the units which are based on a complete self-study model.

The timetable will be provided to you through your offer letter and other documentation such as student code of conduct and student agreement will also be provided.

Your assessment may consist of following types:

- Question and Answer
- Case Scenarios
- Role-play
- Observation

Your trainer will provide a brief review of the assessments at the beginning of each unit. The assessments will contain the

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instructions on the requirements and the submission.

Students will be provided with a student learning guide for each unit, along with other resources as and when required. The resources may include journal articles, useful websites, software, and eBooks.

Course Progression

Attendance and timely submission of assessments is important for successful progress in this course. You will be assigned a progression coach who will be in touch with you to provide support and guidance. The coach will be in touch with you by phone and/or email. You will be continuously provided information about your course progression and attendance.

Orientation

An online orientation session will be held for all students to educate them about the course structure, progression, and other requirements and deliverables. The orientation session will occur before the commencement of your course.

Student Support

During your studies, we will provide you will the following facilities for support:

- Web based support services
- One-one support from success coach
- Trainer and assessor
- Access to additional learning resources
- Simulated environments
- Support on administrative issues
- Support with personal issues
- Reasonable adjustment in the assessment
- Social events
- Career support

Bring your own device (BYOD) Policy

As we deliver online, students will be required to have their own laptop or

personal computer with internet access and a word processing software at minimum.

Details of equipment required are listed in the tables below:

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Intel/Windows:

	Minimum requirements
Processor	Intel® or AMD processor with 64-bit support*; 2 GHz or faster processor
Operating system	Microsoft Windows 10 Pro or Home (Pro recommended) <u>OR</u> Microsoft Windows 11 Pro or Home (Pro recommended)
RAM	8 GB or more of RAM (16 GB recommended)
Hard disk space	30 GB or more of available hard-disk space
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

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Internet	Internet connection and registration are necessary for required software activation, validation of subscriptions, and access to online services.

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MacOS:

	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	8 GB or more of RAM (16 GB recommended)
Hard disk space	10 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
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.

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Name of software	Associated costs	
Office 365	Approximately $129 annually	https://products.office.com/en-au/buy/office
Laptop details	Associated costs	
Any laptop that meets the specifications above	$450 (approximate only)	Various

Recognition of Prior Learning and Credit Transfer

Students can apply for course credits for qualifications and experience as per the procedure mentioned in the handbook for the students. Information is also available on the website.

Course credit will have an impact on the schedule, duration as well as fee. Based on individual circumstances, students will be advised in writing through a letter about the credit being offered and the impact on the schedule, duration, and the fee.

Costs

Enrolment Fees: $150 (non-refundable)

Tuition Fees: $10,000

Non-tuition fees: May apply, details can be found in the student handbook or the website

Students will be provided with the payment plan and the payment agreement at the time the offer letter is provided.

Students are required to pay their fees on time. Non-payment will result in cancellation of enrolment.

How to Apply

Please obtain the Application for Enrolment form either in person from our office or download from the website. Please complete the form and submit it along with the supporting evidence

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documents required and mentioned in the form.

What will happen next?

You will be sent an offer letter if your application is successful. You will also be provided with a student agreement. You will be required to read the documents and sign them and then send them back to us.

You will be issued a confirmation of enrolment and admission letter along with your fee invoice and any other relevant documents.

You will be invited for an orientation before you commence your first term of the study. You will also be assigned a completion coach.

This course outline shall be used in conjunction with the student handbook available at our website.

Access to further Information

If you would like further information please contact our Student Support Services:

info@rosebern.edu.au

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