




## Course Brochure – ICT60220 Advanced Diploma of Information Technology (CRICOS Course Code: 110929B)

Course details	
Provider Name	Melbourne College of Business and Technology
RTO Code	45217
CRICOS Code	03631M
Location of course	Suite 2, Level 9, 190 Queen Street, Melbourne VIC 3000 Australia
Delivery mode	Face to face (Classroom based) Flexible learning (Covid-19)
Duration	104 weeks, including 88 study weeks and 16 weeks of holidays.
Study load	20 hours per week in the classroom
Estimated Self-Study Hours	5 hours per week <i>(may be more or less depending on learner's pre-existing skills and knowledge)</i>



**Total Course Fee: AUD 21,000**

**Tuition Fee: AUD 20,000**

**Material Fee: AUD 750**

**Application Fee: AUD 250 (non-refundable)**

*(Application fee is non-refundable under all circumstances. Please refer to Melbourne College of Business and Technology's refund policy and procedure for further details)*

### SIT60316 Advanced Diploma of Hospitality Management

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

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

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

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



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

telecommunications network engineering: managing logistics, organisational specifications, regulations and legislative requirements across network projects.

### Course Entry Requirements:

There is no pre-requisites or specific entry requirement for this qualification. This course is available to all international students and Melbourne College of Business and Technology requires that students are able to provide evidence that they:

- Have demonstrated an IELTS level at score of least 5.5 or equivalent (test results must be no more than 2 years old) or demonstration of successful completion of at least General English at Upper Intermediate or English for Academic Purposes Upper Intermediate level.
- Have a suitable level of language, literacy and numeracy to complete course requirements with or without additional support that Melbourne College of Business and Technology is able to provide.
- Have successfully completed Australian year 12 or equivalent
- Are at least at age of 18 on the date of course commencement
- **Please Note:** All the students commencing this course are required to complete LLN test on the orientation day to assist Melbourne College of Business and Technology to identify student's needs for additional support during their study with Melbourne College of Business and Technology.

### Covid-19 Variation to Delivery and Assessment Strategy

#### Additional entry requirements:

- Student must have access to working PC or laptop with a configuration suitable to meet study requirements. Please seek your trainer/assessor assistance in this regard.
- Student must have sound digital literacy and access to working internet.
- Student must be able to attend scheduled theory classes and classes to be conducted in simulated environment (if schedule during Covid-19 is varied from original schedule).
- Practical must be completed at Melbourne College of Business and Technology facilities or as advised otherwise. Where students are required to come to campus or for practical, and use



the available facilities and resources, they should be advised of the date and time of the delivery and/or assessment, where they are required to visit the campus. It would be ensured that delivery and assessment would be conducted in the compliant way and in accordance with Standard 1.8 of SRT0 2015. Melbourne College of Business and Technology will ensure that state and/or federal government guidelines related to covid restrictions are strictly followed.

During COVID-19 (coronavirus) outbreak, Melbourne College of Business and Technology will use a flexible delivery mode for training and assessment, providing training package requirements allow for this. We would ensure that all regulatory requirements are met with as little disruptions possible. As circumstances change and restrictions are eased, these temporary arrangements will be reviewed, and enrolled students will be notified accordingly. Melbourne College of Business and Technology aims to review any changes in circumstances before commencement of each term so that it has least possible impact on students and course delivery.

**Orientation:**

New student Orientation will be done via phone, e-mail and zoom. New students will receive an e-mail and call from the Admissions department on the Friday, prior to their date of commencement with all necessary further information and instructions.

**Classes**

During Covid-19, Melbourne College of Business and Technology will transition to an online learning environment, this means there will be no face to classes running, unless required to be in simulated environment specifically in class or covid-19 restrictions are eased and/or state government allow to return to full onsite learning. If any student require assistance with their online learning environment, student will notify their trainer and assessor where trainer/assessor will provide them with further guidance.

**Online options**

The online learning environment will be supported by a range of resources that will vary between units but may consist of learning summaries, video recordings or YouTube videos, and extra documents to aid student's learning. All training staff will be available online at scheduled class times to guide and support the student through their studies. The online learning environment will be available through using Zoom.

**Assessment**

Assessment tasks will vary for each unit of competency, but some of these may be moved online. Some assessment tasks may also be delayed or deferred to a later date pending the situation with COVID-19. The trainers are required to communicate with students for unit specific information. The best way to do this is through Zoom or through email.

**Support**

All staff at Melbourne College of Business and Technology will continue to work and will continue to provide the students with the support any individual may need. The student will be remained connected with each trainer/assessor through regular class participation to assist them continuing their studies. Melbourne College of Business and Technology will also provide online academic and language support and student support staff are always here to help.



## Pathways

The further study pathways available to students who undertake this qualification include:

- Higher education degree in Cyber Security provided learner meet the entry requirements of the proposed qualification at other higher education provider.

### Employment pathways:

- Cyber security administrator
- Network security analyst
- Network security specialist
- E-security specialist
- ICT security specialist
- IT security administrator
- IT security analyst
- IT security specialist.

### Course Structure:

A total of 33 Units (14 Core and 19 electives) must be completed and deemed competent to achieve the qualification SIT60322 Advanced Diploma of Hospitality Management. Participants who achieve competency in any unit/s will receive a Statement of Attainment (provided USI is verified) for that unit/s without completing all 33 units in the qualification. Students completing all the required units of competency will attain full qualification.

Code	Title	Core/ Elective
BSBCRT611	Research and apply concepts and theories of creativity	Core
BSBTWK502	Lead and manage team effectiveness	Core
BSBXCS402	Promote workplace cyber security awareness and best practices	Core
ICTICT608	Interact with client on a business level	Core
ICTICT618	Manage IP, ethics and privacy in ICT environments	Core
ICTSAD609	Plan and monitor business analysis activities in an ICT environment	Core
ICTPMG612	Manage ICT project initiation	Elective
ICTPMG613	Manage ICT project planning	Elective
ICTPMG614	Manage ICT project delivery	Elective
ICTPMG615	Manage ICT project closure	Elective
ICTPMG617	Plan and direct complex ICT projects	Elective
ICTCYS604	Implement best practices for identity management	Elective
ICTCYS606	Evaluate an organisation's compliance with cyber security standards and law	Elective



Code	Title	Core/ Elective
ICTCYS608	Perform cyber security risk assessments	Elective
ICTCYS612	Design and implement virtualised cyber security infrastructure for organisations	Elective
BSBPMG536	Manage project risk	Elective

### Assessment Methodology

Assessment methods used for this qualification are varied and will provide a range of ways for individuals to demonstrate that they have met the required outcomes. Assessment methods may include:

- Written questions
- Projects
- Presentations
- Report writing
- Role plays/observations
- Kitchen based demonstration
- Work placement

At the beginning of each unit, your trainer and assessor will outline the assessment tasks that must be completed

### Course Progress and Attendance

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

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

Melbourne College of Business and Technology (MCBT) will offer Recognition of Prior Learning (RPL) and Credit Transfer (CT) to all prospective students through the enrolment process. MCBT has documented policies and procedures for these processes and students are provided details of how to apply for RPL or Credit Transfer through the enrolment process. For further details, please refer to RPL and Credit Transfer Policy and Procedure.

### Fee information

Please contact Melbourne College of Business and Technology at +61 3 9018 5699 for further details and ongoing specials (if applicable) on pricing. Please refer to Fee and Refund Policy for further details on fees and refunds arrangements

### Further Information

Contact the Administration Manager at [info@mcbt.vic.edu.au](mailto:info@mcbt.vic.edu.au) or +61 018 5699 or refer to [www.mcbt.vic.edu.au](http://www.mcbt.vic.edu.au) for further information.