Australian Government

Department of Education, Employment and Workplace Relations

ICASAS404A Acquire IT system components

Release: 1

INDUSTRY SKILLS COUNCILS
Creating Australia's Future

ICASAS404A Acquire IT system components

Modification History

Release	Comments
Release 1	This Unit first released with *ICA11 Information and Communications Technology Training Package version 1.0*

Unit Descriptor

This unit describes the performance outcomes, skills and knowledge required to identify IT system components and use organisational procedures to purchase identified components.

Application of the Unit

This unit applies to individuals in a variety of information and communications technology (ICT) areas who are required to procure required components of a system, following organisational guidelines.

Licensing/Regulatory Information

No licensing, legislative, regulatory or certification requirements apply to this unit at the time of endorsement but users should confirm requirements with the relevant federal, state or territory authority.

Pre-Requisites

Not applicable.

Employability Skills Information

This unit contains employability skills.

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Elements and Performance Criteria Pre-Content

Element	Performance Criteria
Elements describe the essential outcomes of a unit of competency.	*Performance criteria describe the performance needed to demonstrate achievement of the element. Where bold italicised text is used, further information is detailed in the required skills and knowledge section and the range statement. Assessment of performance is to be consistent with the evidence guide.*

Elements and Performance Criteria

1. Confirm system components for acquisition	1.1 Confirm *client requirements*, including *software* and *operating system* requirements
	1.2 Review technical papers and recommendations that identify required *hardware* and software components
	1.3 Review and clearly identify *system components*
	1.4 Assess and determine the fit with existing technology by consulting with system developer
	1.5 Identify and determine the best and current technology fit for each purpose by consulting with system developer
	1.6 Develop a list of required system components with *specifications* and possible suppliers
2. Agree on methods of component acquisition	2.1 Identify and assess the client organisation's preferred *acquisition methods* and policies
	2.2 Evaluate acquisition methods and alternatives for required hardware and software components against required service levels, cost constraints, geographic constraints and user preferences
	2.3 Discuss and agree acquisition method with client
	2.4 Inform users and other stakeholders of acquisition method

Required Skills and Knowledge

This section describes the skills and knowledge required for this unit.

Required skills

- analytical skills to:
    - determine software and operating system requirements
    - evaluate acquisition methods
- communication skills to:
    - liaise with client users and system developer
    - liaise with stakeholders and service or product suppliers
    - negotiate with systems developers the relative merits of two or more competing devices for a purchase agreement
- literacy skills to read complex technical papers
- planning and organisational skills to manage project
- problem-solving skills to assess the fit with existing technology and system developers.

Required knowledge

- change-management systems
- current industry-accepted hardware and software products
- financial management options, including leasing arrangement
- information-gathering techniques
- risk management in relation to IT component use and items procured
- quality assurance practices in relation to identifying and acquiring IT system components
- client business domain
- vendor product directions
- organisational purchasing procedures.

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Evidence Guide

The evidence guide provides advice on assessment and must be read in conjunction with the performance criteria, required skills and knowledge, range statement and the Assessment Guidelines for the Training Package.

Overview of assessment	
Critical aspects for assessment and evidence required to demonstrate competency in this unit	Evidence of the ability to: • identify correct system components • follow procurement procedures to purchase those components • fulfil technical and business requirements.
Context of and specific resources for assessment	Assessment must ensure access to: • current system architectures • current business and IT strategic plans • data models • functional process descriptions • service levels • user requirements • appropriate learning and assessment support when required • modified equipment for people with special needs.

Method of assessment	A range of assessment methods should be used to assess practical skills and knowledge. The following examples are appropriate for this unit:
	• verbal or written questioning to assess candidate's knowledge of:
	   • software and operating system requirements
	   • organisation's purchasing procedures
	• evaluation of candidate's acquisition methods
	• review of candidate's obtained quotes.

Guidance information for assessment	Holistic assessment with other units relevant to the industry sector, workplace and job role is recommended, where appropriate. Assessment processes and techniques must be culturally appropriate, and suitable to the communication skill level, language, literacy and numeracy capacity of the candidate and the work being performed. Indigenous people and other people from a non-English speaking background may need additional support. In cases where practical assessment is used it should be combined with targeted questioning to assess required knowledge.

Range Statement

The range statement relates to the unit of competency as a whole. It allows for different work environments and situations that may affect performance. Bold italicised wording, if used in the performance criteria, is detailed below. Essential operating conditions that may be present with training and assessment (depending on the work situation, needs of the candidate, accessibility of the item, and local industry and regional contexts) may also be included.

Client may include:	- external organisations - individuals - internal departments - internal employees.
Requirements may relate to:	- application - business - database - network - people in the organisation - platform - system.
Software may include:	- commercial applications - customised - in-house - organisation-specific - packaged.
Operating system may include:	- Linux - Mac - Windows.
Hardware may include:	- CD and DVD drives - central processing unit (CPU) and CPU upgrades - complementary metal oxide semiconductor (CMOS) battery - fax or modem cards - interface cards - internal and external storage devices - modems and other connectivity devices, such as asymmetric digital subscriber line (ADSL) modems - motherboards - networks - personal computers - random access memory (RAM) upgrades - remote sites - servers - workstations.

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System components may include:	• facilities management • hardware, such as internal expansion devices and external peripheral devices • integration and implementation services • personal computers, networks and printers • software, such as applications, utilities and operating systems.
Specifications may include:	• current system functionality • technical requirements • user problem statement.
Acquisition methods may include:	• lease • new or refurbished • outsourced • purchase • rental.

Unit Sector(s)

Systems administration and support