



Australian Government

ICTNWK301 Provide network systems administration

Release: 1

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Modification History

Release	Comments
Release 1	This version first released with ICT Information and Communications Technology Training Package Version 1.0.

Application

This unit describes the skills and knowledge required to technically manage the elements of a network, including contributing to a disaster recovery plan.

It applies to individuals working as frontline technical support personnel responsible for administering a network.

No licensing, legislative or certification requirements apply to this unit at the time of publication.

Unit Sector

Networking

Elements and Performance Criteria

ELEMENT	PERFORMANCE CRITERIA
<i>Elements describe the essential outcomes.</i>	<i>Performance criteria describe the performance needed to demonstrate achievement of the element.</i>
1. Provide client access and security	1.1 Provide logons, passwords and applications file access to users, and prepare the documentation in line with organisational requirements 1.2 Examine the records of user accounts, to determine access privileges and usage 1.3 Take the necessary action to ensure the maintenance of system integrity and security
2. Provide the input into and disseminate the disaster recovery plan	2.1 Provide input into the organisation's disaster recovery plan 2.2 Disseminate the disaster recovery plan to users, as required
3. Monitor the network	3.1 Perform the diagnostic tests associated with administering

ELEMENT	PERFORMANCE CRITERIA
performance	<p>the network or system</p> <p>3.2 Analyse and respond to diagnostic information</p> <p>3.3 Monitor software usage, including any inappropriate or illegal use</p> <p>3.4 Delete any illegal software from the system</p> <p>3.5 Monitor the hardware response time, and other performance indicators</p> <p>3.6 Determine and action, methods for improving the network and systems efficiency, according to the organisational guidelines</p>

Foundation Skills

This section describes language, literacy, numeracy and employment skills incorporated in the performance criteria that are required for competent performance.

Skill	Performance Criteria	Description
Reading	1.1, 1.2, 3.6	<ul style="list-style-type: none"> Recognises and interprets textual information from organisational guidelines to establish the job requirements
Writing	1.1	<ul style="list-style-type: none"> Uses specific and relevant language to complete workplace documentation
Oral Communication	1.1, 2.1	<ul style="list-style-type: none"> Articulates information clearly, using specific and relevant language suitable to the audience, to convey requirements, and listening and questioning techniques, to confirm understanding
Numeracy	3.2	<ul style="list-style-type: none"> Interprets numerical data to monitor network operations
Interact with others	2.2	<ul style="list-style-type: none"> Selects the appropriate form, channel and mode of communication for a specific purpose, relevant to own role
Get the work done	1.3, 3.1, 3.2, 3.3, 3.6	<ul style="list-style-type: none"> Takes responsibility for planning and organising own workload, identifying ways of sequencing and combining elements for greater efficiency, and considering how to link with the work of others Understands the purposes, specific functions and key features of common digital systems, and tools, and operates them effectively to complete routine tasks

		<ul style="list-style-type: none"> Responds to highly obvious routine problems, using step by step instruction and procedures, or by a trial and error process, for non-critical situations
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Unit Mapping Information

Code and title current version	Code and title previous version	Comments	Equivalence status
ICTNWK301 Provide network systems administration	ICANWK301A Provide network systems administration	Updated to meet Standards for Training Packages.	Equivalent unit

Links

Companion Volume implementation guides are found in VETNet -

<https://vetnet.education.gov.au/Pages/TrainingDocs.aspx?q=a53af4e4-b400-484e-b778-71c9e9d6aff2>