



**Australian Government**

# **ICTSAS213 Maintain the integrity of ICT systems**

**Release: 1**

# ICTSAS213 Maintain the integrity of ICT systems

## Modification History

| Release   | Comments                                                                                                     |
|-----------|--------------------------------------------------------------------------------------------------------------|
| Release 1 | This version first released with ICT Information and Communications Technology Training Package Version 6.0. |

## Application

This unit describes the skills and knowledge required to backup, protect and secure stand-alone and networked client server environments.

It applies to technical support individuals who are required to uphold workflow and quality processes in a small or large office environment through the maintenance of Information and Communications Technology (ICT) systems.

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

## Unit Sector

Systems administration and support

## 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. Prepare to test ICT system integrity          | 1.1 Determine restoration and back up schedule according to organisational procedures<br>1.2 Identify and confirm storage and backup destination with required personnel<br>1.3 Perform backup according to task requirements<br>1.4 Label and store backups according to organisational procedures and backup schedule<br>1.5 Update system with virus protection and scanning software according to cyber security procedures<br>1.6 Identify copyright and privacy legislation for licensed software and work |
| 2. Conduct ICT system                            | 2.1 Test restoration procedures according to organisational                                                                                                                                                                                                                                                                                                                                                                                                                                                      |

| ELEMENT                                             | PERFORMANCE CRITERIA                                                                                                                                                                                                                                                                                                                                |
|-----------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| testing and backup procedures                       | procedures<br>2.2 Restore data under instruction from required personnel<br>2.3 Carry out virus scanning and report detected viruses to required personnel<br>2.4 Remove viruses and malware according to organisational procedures and within scope of own role<br>2.5 Check hardware devices and networks for operating condition and performance |
| 3. Finalise and record current state of ICT systems | 3.1 Document and report backup results<br>3.2 Maintain records of backups, file names, licence numbers and their location<br>3.3 Report licensing anomalies related to software to required personnel                                                                                                                                               |

## Foundation Skills

This section describes those language, literacy, numeracy and employment skills that are essential to performance but not explicit in the performance criteria.

| SKILL                   | DESCRIPTION                                                                                                                                                                                                                                                                                                                     |
|-------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Reading                 | <ul style="list-style-type: none"><li>Interprets familiar textual information from a range of sources to identify and review practices and determine that standards have been maintained</li><li>Researches and interprets information to identify, monitor and evaluate technical information and maintain standards</li></ul> |
| Writing                 | <ul style="list-style-type: none"><li>Accurately records and completes documentation according to organisational formats and procedures</li></ul>                                                                                                                                                                               |
| Teamwork                | <ul style="list-style-type: none"><li>Identifies and takes steps to follow accepted communication practices and protocols</li></ul>                                                                                                                                                                                             |
| Planning and organising | <ul style="list-style-type: none"><li>Plans and implements routine tasks</li></ul>                                                                                                                                                                                                                                              |
| Problem solving         | <ul style="list-style-type: none"><li>Makes low-impact decisions within familiar situations, based on a range of predefined or routine solutions, and evaluates the effectiveness of the outcome</li></ul>                                                                                                                      |
| Self-management         | <ul style="list-style-type: none"><li>Identifies roles and responsibilities for task and makes basic decisions on work completion parameters in accordance with organisational standards</li></ul>                                                                                                                              |
| Technology              | <ul style="list-style-type: none"><li>Identifies the purposes, specific functions and key features of common digital systems and tools, and operates them effectively to complete routine tasks</li></ul>                                                                                                                       |

## Unit Mapping Information

Supersedes and is equivalent to ICTSAS205 Maintain ICT system integrity.

## Links

Companion Volume Implementation Guide is found on VETNet -

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