



Australian Government

Department of Education, Employment and Workplace Relations

ICAI5087B Acquire system components

Release: 1

ICAI5087B Acquire system components

Modification History

Not Applicable

Unit Descriptor

Unit descriptor	This unit defines the competency required to identify system components and to follow procedures to purchase those components.
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Application of the Unit

Application of the unit	
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Licensing/Regulatory Information

Not Applicable

Pre-Requisites

Prerequisite units		

Employability Skills Information

Employability skills	This unit contains employability skills.
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Elements and Performance Criteria Pre-Content

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.
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Elements and Performance Criteria

ELEMENT	PERFORMANCE CRITERIA
1. Confirm system components for acquisition	1.1. Confirm client requirements for solution, 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/or 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

REQUIRED SKILLS AND KNOWLEDGE
This section describes the skills and knowledge required for this unit.
Required skills
• Problem solving skills for a defined range of unpredictable problems involving participation in the development of strategic initiatives (e.g. when the fit with existing technology is assessed with systems developers) • Plain English literacy and communication skills in relation to analysis, evaluation and presentation of information (e.g. when recommended acquisition method is selected and discussed with client users and management) • Teamwork skills involving stakeholder cooperation and contribution to solutions and goals of a non-routine or contingency nature • Facilitation and presentation skills in relation to transferring and collecting

REQUIRED SKILLS AND KNOWLEDGE

information and gaining consensus on concepts (e.g. when recommended acquisition method is selected and discussed with client users and management)

- Negotiation skills in relation to stakeholders and service or product suppliers and applied to a defined range of predictable problems (e.g. when discussing with systems developers the relative merits of two or more competing devices for a purchase agreement)
- Project planning skills in relation to scope, time, procurement, cost, quality, communications and risk management (e.g. when technical papers and recommendations to identify required hardware and software components are reviewed)

Required knowledge

- Broad general knowledge of the client business domain (e.g. when confirming system components to acquire and when agreeing to methods to acquire components)
- Current industry-accepted hardware and software products
- Broad knowledge of vendor product directions (e.g. when best and current technology fit for each purpose is identified with systems developers)
- Broad knowledge of quality assurance practices (e.g. when best and current technology fit for each purpose is identified with systems developers)
- Basic knowledge of information gathering techniques (e.g. when best and current technology fit for each purpose is identified with systems developers, and when recommended acquisition method is selected and discussed with client users and management)
- Broad knowledge of change management systems
- Broad knowledge of risk management
- Broad knowledge of financial management options including leasing arrangements

Evidence Guide

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 following is essential:

- Assessment must confirm the ability to identify correct system components and to follow procurement procedures to purchase those components. The acquisition approach should be consistent with technical and business requirements.
- Evidence may include formal request for tender documentation, evaluation/performance criteria, and comparison checklists.

To demonstrate competency in this unit the person will require access to:

- Current business and IT strategic plans
- Data models
- Functional process descriptions
- User requirements
- Architectures
- Service levels

Context of and specific resources for assessment

The breadth, depth and complexity covering planning and initiation of alternative approaches to skills or knowledge applications across a broad range of technical and/or management requirements, evaluation and coordination would be characteristic.

Assessment must ensure:

- The demonstration of competency may also require self-directed application of knowledge and skills, with substantial depth in some areas where judgement is required in planning and selecting appropriate equipment, services and techniques for self and others.
- Applications involve participation in development of

EVIDENCE GUIDE	
	strategic initiatives as well as personal responsibility and autonomy in performing complex technical operations or organising others. It may include participation in teams including teams concerned with planning and evaluation functions. Group or team coordination may also be involved.
Method of assessment	The purpose of this unit is to define the standard of performance to be achieved in the workplace. In undertaking training and assessment activities related to this unit, consideration should be given to the implementation of appropriate diversity and accessibility practices in order to accommodate people who may have special needs. Additional guidance on these and related matters is provided in ICA05 Section 1. • Competency in this unit should be assessed using summative assessment to ensure consistency of performance in a range of contexts. This unit can be assessed either in the workplace or in a simulated environment. However, simulated activities must closely reflect the workplace to enable full demonstration of competency. • Supplementary questioning may be used during the summative assessment phase, where necessary, to ensure that all issues relating to different acquisition methods have been considered and appropriate choices made given organisational policy. • Assessment will usually include observation of real or simulated work processes and procedures and/or performance in a project context as well as questioning on underpinning knowledge and skills. The questioning of team members, supervisors, subordinates, peers and clients where appropriate may provide valuable input to the assessment process. The interdependence of units for assessment purposes may vary with the particular project or scenario.
Guidance information for assessment	Holistic assessment with other units relevant to the industry sector, workplace and job role is recommended.

EVIDENCE GUIDE

In the case of this unit, it could be assessed in a holistic manner with:

- ICAI5086B Scope implementation requirements
- ICAI5088B Evaluate and negotiate vendor offerings
- ICAI5089B Implement and hand over system components
- ICAI5090B Conduct pre installation audit for software installation

An individual demonstrating this competency would be able to:

- Demonstrate understanding of a broad knowledge base incorporating theoretical concepts, with substantial depth in some areas
- Analyse and plan approaches to technical problems or management requirements
- Transfer and apply theoretical concepts and/or technical or creative skills to a range of situations
- Evaluate information, using it to forecast for planning or research purposes
- Take responsibility for own outputs in relation to broad quantity and quality parameters
- Take some responsibility for the achievement of group outcomes
- Maintain knowledge of industry products and services

Range Statement**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.

Requirements may be in reference • business

RANGE STATEMENT	
to:	• system • platform • application • database • network • people in the organisation
Software may include but is not limited to:	• commercial software applications • organisation-specific software • packaged software • in-house • customised software
Hardware may include but is not limited to:	• workstations • personal computers • modems and other connectivity devices • networks • DSL modems • remote sites • servers
Components may include:	• Motherboards • CMOS battery • central processing unit (CPU) • CD and DVD drives • interface cards • drives • fax/modem cards • RAM upgrades • CPU upgrades
Specifications may include but is not limited to:	• technical requirements • user problem statement • current system functionality
Client may include but is not limited to:	• internal departments • external organisations • individual people • internal employees
Operating System may include but is not limited to:	• Linux 6.0 or above • Windows 98 or above • Apple OS 8 or above Note: The use of operating system in this unit is in

RANGE STATEMENT	
	the context of the pre-existing system and may therefore not be current industry version. Preference is for Linux 7.0 or above, Windows 2000 or above, Apple OS X or above
System components may include but are not limited to:	• Hardware, such as internal expansion devices and external peripheral devices • PCs, networks, printers • Software, such as applications, utilities, operating systems • Facility management • Integration and/or implementation services
Acquisition method may include but is not limited to:	• purchase • lease • rental • new or refurbished • outsourced Different acquisition methods can be found in IT strategy papers, or through discussions with IT director, finance director, suppliers

Unit Sector(s)

Unit sector	Implement
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Co-requisite units

Co-requisite units	

Competency field

Competency field	
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