



Australian Government

Department of Education, Employment and Workplace Relations

ICASAS403A Review site environmental factors prior to IT system implementation

Release: 1

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Modification History

Release	Comments
Release 1	This Unit first released with <i>ICA11 Information and Communications Technology Training Package version 1.0</i>

Unit Descriptor

This unit describes the performance outcomes, skills and knowledge required to review, identify and assess the impact of site environmental factors prior to commencing IT system installation.

Site environmental factors could include legislation, site history, environmental matters and OHS guidelines.

Application of the Unit

This unit applies to senior individuals in information and communications technology (ICT) areas who are responsible for assessing a physical site to determine its suitability for system installation.

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.

Elements and Performance Criteria Pre-Content

Element	Performance Criteria
<i>Elements describe the essential outcomes of a unit of competency.</i>	<i>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.</i>

Elements and Performance Criteria

1. Plan work area	1.1 Obtain technical and environmental system requirements for equipment to be installed and document site requirements, including OHS site-specific requirements 1.2 Consider and take action on requirements associated with equipment against installation requirements 1.3 Conduct on-site inspection and audit against site specifications 1.4 Formulate preliminary recommendations for site and assess impact on system installation schedule 1.5 Create a preliminary report specifying recommended changes to the site to meet requirements and submit the report to appropriate person for approval
2. Evaluate environment	2.1 Organise appropriate support staff to facilitate a successful installation 2.2 Install cabling and other environmental equipment to required technical and industry standards 2.3 Manage hardware installation to ensure OHS standards for hardware installation are adhered to 2.4 Review and test hardware and software to ensure that the system meets client business requirements and system objectives
3. Document recommendations	3.1 Prepare a final report documenting findings and issues relating to site requirements and preparation 3.2 Submit final recommendations to appropriate person for approval

Required Skills and Knowledge

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

Required skills

- analytical skills to conduct on-site inspection and audit against site specifications
- communication skills to liaise with clients and other team members
- literacy skills to:
 - document findings related to site requirements
 - read complex technical and non-technical information
- planning and organisational skills to:
 - contribute to solutions and goals of a non-routine or contingency nature
 - transfer and collect information to gain consensus on concepts
- problem-solving skills to develop strategic initiatives
- technical skills to:
 - install cabling and other environmental equipment
 - manage and test hardware and software installation.

Required knowledge

- current industry-accepted hardware and software products
- current system's functionality
- general features and capabilities of network devices
- physical prerequisites needed for system installation
- possible legislative requirements relating to cabling and building preservation
- quality assurance practices
- role of stakeholders and the degree of stakeholder involvement
- vendor equipment specifications and installation requirements.

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: • prepare a site in relation to impact on the installation schedule and identify environmental prerequisites prior to commencement of installation • sequence the preparatory steps, taking into account time and budget constraints.
Context of and specific resources for assessment	Assessment must ensure access to: • staff resources and technical equipment • live network • server and workstation hardware and software • several different device types to be installed • number of scenarios, such as LANs incorporating hubs, routers and peripherals • 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 the technologies and associated protocols associated with system installation • direct observation of candidate installing cables and other environmental equipment • evaluation of candidate's site installation report.
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.

<i>Equipment</i> may include:	• asymmetric digital subscriber line (ADSL) or cable modems • external or internal storage devices • hubs • monitors • other peripheral devices • personal computers • personal digital assistant (PDA) • printers • switches • workstations.
<i>Appropriate person</i> may include:	• authorised business representative • client • supervisor.
<i>Hardware</i> may include:	• modems and other connectivity devices • networks • personal computers • remote sites • servers • workstations.
<i>Software</i> may include:	• commercial applications • customised • in-house • organisation-specific • packaged.
<i>Client</i> may include:	• external organisations • individuals • internal departments • internal employees.

Unit Sector(s)

Systems administration and support