



Australian Government

ICTSAS205 Maintain ICT system integrity

Release: 1

ICTSAS205 Maintain ICT system integrity

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 protect and secure stand-alone or networked client server environments.

It applies to technical support individuals who are required to maintain workflow and quality processes in a small or large office environment.

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. Carry out system backup	1.1 Create and review organisational backup schedule 1.2 Determine storage media and hardware for backups 1.3 Ensure backups are carried out according to the schedule 1.4 Label and store backups according to organisational standards 1.5 Maintain records of backups
2. Restore system backup	2.1 Determine and test restoration procedures according to organisational standards 2.2 Restore data under instruction from an appropriate person 2.3 Restore data according to organisational standards

ELEMENT	PERFORMANCE CRITERIA
	2.4 Document and report on backup results
3. Maintain virus protection	3.1 Maintain and update virus protection software according to operating system in use 3.2 Carry out virus scanning and report detected viruses to appropriate person 3.3 Remove viruses and update scanning software
4. Follow copyright procedures and record software licences where appropriate	4.1 Identify copyright procedures for licensed software used by the organisation 4.2 Maintain records of licence number and location 4.3 Monitor operation and use of licensed software where applicable 4.4 Check personal computers and networks to ensure software compliance 4.5 Report licensing anomalies related to software to an appropriate person

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	1.1-1.5, 2.1-2.3, 3.1-3.3, 4.1-4.5	- Interprets familiar textual information from a range of sources to identify and review practices and determine that appropriate standards have been maintained - Researches and interprets information to identify, monitor and evaluate technical information and maintain appropriate standards
Writing	1.4, 1.5, 2.4, 4.2, 4.5	Develops materials and resources using simple vocabulary to record information in a sequential manner, adhering to standards for client engagement as well as internal reference
Navigate the world of work	1.1-1.5, 2.1-2.4, 3.1-3.3, 4.1-4.5	Understands roles and responsibilities for task and makes basic decisions on work completion parameters in accordance with organisational standards

Interact with others	2.2, 4.5	Identifies and takes steps to follow accepted communication practices and protocols
Get the work done	1.1-1.5, 2.1-2.4, 3.1-3.3, 4.1-4.5	- Plans and implements routine tasks, aiming to achieve them efficiently - Makes low-impact decisions within familiar situations, based on a range of predefined or routine solutions, and evaluates the effectiveness of the outcome - Understands the purposes, specific functions and key features of common digital systems and tools, and operates them effectively to complete routine tasks

Unit Mapping Information

Code and title current version	Code and title previous version	Comments	Equivalence status
ICTSAS205 Maintain ICT system integrity	ICASAS205A Maintain IT system integrity	Updated to meet Standards for Training Packages. Minor edit to the competency title.	Equivalent unit

Links

Companion Volume implementation guides are found in VETNet - <https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=a53af4e4-b400-484e-b778-71c9e9d6aff2>

Assessment Requirements for ICTSAS205 Maintain ICT system integrity

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Performance Evidence

Evidence of the ability to:

- protect and secure stand-alone or networked client server environments and operating systems according to system maintenance procedures
- complete file backup according to organisational standards
- recover, delete and archive according to backup and recovery procedure
- check computers and networks for compliance with licensing requirements.

Note: If a specific volume or frequency is not stated, then evidence must be provided at least once.

Knowledge Evidence

To complete the unit requirements safely and effectively, the individual must:

- identify organisational standards regarding:
 - backup and recovery procedures and operations
 - labelling and storage of backups
- describe current industry accepted hardware and software products
- describe current viruses and protection methods
- identify common diagnostic tools
- identify inventory procedures
- identify maintenance procedures
- describe storage and retrieval guidelines
- explain system performance
- identify software copyright and General Public Licence (GPL) or copyright responsibilities.

Assessment Conditions

Gather evidence to demonstrate consistent performance in conditions that are safe and replicate the workplace. Noise levels, production flow, interruptions and time variances must be typical of those experienced in the systems administration and support field of work and include access to:

- sites with a representative range of stand-alone and networked client server environments
- antivirus software
- technical records and documentation.

Assessors must satisfy NVR/AQTF assessor requirements.

Links

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