



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 1.2 Identify and confirm storage and backup destination with required personnel 1.3 Perform backup according to task requirements 1.4 Label and store backups according to organisational procedures and backup schedule 1.5 Update system with virus protection and scanning software according to cyber security procedures 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 2.2 Restore data under instruction from required personnel 2.3 Carry out virus scanning and report detected viruses to required personnel 2.4 Remove viruses and malware according to organisational procedures and within scope of own role 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 3.2 Maintain records of backups, file names, licence numbers and their location 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	- Interprets familiar textual information from a range of sources to identify and review practices and determine that standards have been maintained - Researches and interprets information to identify, monitor and evaluate technical information and maintain standards
Writing	Accurately records and completes documentation according to organisational formats and procedures
Teamwork	Identifies and takes steps to follow accepted communication practices and protocols
Planning and organising	Plans and implements routine tasks
Problem solving	Makes low-impact decisions within familiar situations, based on a range of predefined or routine solutions, and evaluates the effectiveness of the outcome
Self-management	Identifies roles and responsibilities for task and makes basic decisions on work completion parameters in accordance with organisational standards
Technology	Identifies the purposes, specific functions and key features of common digital systems and tools, and operates them effectively to complete routine tasks

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>

Assessment Requirements for ICTSAS213 Maintain the integrity of ICT systems

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Performance Evidence

The candidate must demonstrate the ability to complete the tasks outlined in the elements, performance criteria and foundation skills of this unit, including evidence of the ability to:

- backup, protect and secure at least two client server environments.

In the course of the above, the candidate must:

- review organisational backup schedule
- follow system maintenance procedures
- create, restore, label, delete, archive and report file backups
- check hardware and networks for compliance with licensing requirements
- report data security, privacy, copyright and licensing compliance anomalies
- perform virus protection and scanning software updates.

Knowledge Evidence

The candidate must be able to demonstrate knowledge to complete the tasks outlined in the elements, performance criteria and foundation skills of this unit, including knowledge of:

- organisational procedures for:
 - backups, restoration and testing procedures and operations
 - file name conventions and storage of backups
 - malware and virus scans
 - copyright and privacy legislation
 - inventory and maintenance procedures
- industry accepted hardware and software products
- virus protection methods
- diagnostic tools that may be used in maintaining the integrity of ICT systems
- storage and retrieval guidelines
- system performance metrics and system performance testing tools

- legislation relating to restoration procedures, copyright, privacy and General Public Licence (GPL).

Assessment Conditions

Skills in this unit must be demonstrated in a workplace or simulated environment where the conditions are typical of those in a working environment in this industry.

This includes access to:

- stand-alone and networked client server environments
- hardware containing information and data
- antivirus and scanning software
- technical records and documentation
- copyright, GPL and privacy legislation.

Assessors of this unit must satisfy the requirements for assessors in applicable vocational education and training legislation, frameworks and/or standards.

Links

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