



Australian Government

ICTSAS310 Install, configure and secure a small office or home office network

Release: 1

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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 identify available network components and client requirements and to install, configure and secure those components as part of a Small Office or Home Office (SOHO) network.

It applies to individuals who work under a level of supervision and have experience with analysis and problem solving when working with technologies.

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. Confirm client requirements and identify required network equipment	1.1 Identify and clarify client requirements for SOHO network 1.2 Identify, develop and document SOHO network design according to client requirements 1.3 Identify network materials according to SOHO network design 1.4 Obtain vendor and service suppliers specifications and cost of identified components, with required vendors 1.5 Present SOHO network design to clients and secure sign-off
2. Install and configure hardware and software	2.1 Develop installation plans according organisational requirements 2.2 Obtain approval for plans, security clearance and timing with required personnel

ELEMENT	PERFORMANCE CRITERIA
	2.3 Confirm and review cables and connectors are installed according to industry standards, client requirements and building requirements 2.4 Install and configure hardware according to network design and industry standards 2.5 Install and configure software according to network design and industry standards
3. Test network	3.1 Troubleshoot client-side connectivity using required networking settings 3.2 Test installed software and hardware according to organisational procedures 3.3 Test network settings according to organisational procedures 3.4 Resolve problems identified according to organisational procedures
4. Secure network	4.1 Identify security features for SOHO network 4.2 Apply identified security features according to organisational procedures 4.3 Troubleshoot security intrusion symptoms and issues
5. Finalise network installation and configuration	5.1 Finalise and document network design, associated hardware, software and security features 5.2 Document installation, boot up and configuration procedures according to client requirements 5.3 Handover and secure sign-off from client

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 a range of texts to critically evaluate and design the required network, comparing technical specifications and associated costs to install and maintain the network
Writing	Records information using precise language and required format to develop network plans, instructions, installation and technical specifications
Oral Communication	Confirms information and requirements, using effective communication techniques and industry standard technical language intended for audience and environment

SKILL	DESCRIPTION
Numeracy	• Uses a range of mathematical calculations to evaluate and compare numerical information and forecast costs and applies familiar measurements concerning available or consumed data, time durations and required cable length
Planning and organising	• Plans a range of routine and some non-routine tasks, accepting stated goals and aiming to achieve them efficiently, confirming client requirements and required equipment • Implements actions as per plan, making slight adjustments if required and addressing some unexpected issues
Problem solving	• Makes decisions quickly and intuitively in familiar situations requiring immediate attention, drawing on past experience to identify key variables, consider implications of different courses of action and determine course of action • Uses systematic, analytical processes in configuration and testing of network, setting goals, gathering required information and identifying and evaluating options against agreed criteria • Applies formal problem-solving processes when resolving network problems and troubleshooting symptoms and issues, breaking complex issues into manageable parts and identifying and evaluating several options for action
Self-management	• Recognises and follows explicit and implicit protocols and meets expectations associated with own role when obtaining approval and sign-off at required stages of job
Technology	• Utilises key principles and concepts that underpin the design and operation of digital systems and tools

Unit Mapping Information

Supersedes and is equivalent to ICTSAS307 Install, configure and secure a small office home office network.

Links

Companion Volume Implementation Guide is found on VETNet -

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