



Australian Government

ICTSAS404 Acquire ICT system components

Release: 1

ICTSAS404 Acquire ICT system components

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 identify information and communications technology (ICT) system components and use organisational procedures to purchase identified components.

It applies to individuals who use technical and specialised knowledge and apply a systematic approach to procure system components.

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 system components for acquisition	1.1 Confirm client requirements, 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

ELEMENT	PERFORMANCE CRITERIA
	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 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

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	1.1-1.3, 2.1	Interprets and analyses complex technical information and numerical data from a range of sources to determine client procurement requirements and complete necessary actions
Writing	1.6, 2.3, 2.4	Accurately records technical information and uses clear language and documentation formats to convey findings
Oral Communication	1.1, 1.4, 1.5, 2.1-2.4	Obtains information by listening and questioning, and participates in verbal exchanges of ideas/solutions using detailed and clear language to contribute information and express requirements
Numeracy	1.1-1.3, 2.1	Uses mathematical equations to calculate and compare numerical data against technical requirements and to determine required actions
Interact with others	1.1, 1.4, 1.5, 2.3, 2.4	Selects and uses appropriate conventions and protocols when communicating with client and others in a range of work contexts
Get the work done	1.3-1.6, 2.1, 2.2	- Takes responsibility for planning, sequencing and prioritising tasks and own workload for efficiency and effective outcomes - Uses formal analytical thinking techniques for identifying issues and generating possible solutions, seeking input from others as required

Unit Mapping Information

Code and title current version	Code and title previous version	Comments	Equivalence status
ICTSAS404 Acquire ICT system components	ICASAS404A Acquire IT system components	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 ICTSAS404 Acquire ICT system components

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Performance Evidence

Evidence of the ability to:

- identify and confirm correct system components
- follow procurement procedures to purchase components
- fulfil technical and business requirements
- communicate with client and other stakeholders.

Note: Evidence must be provided for at least TWO systems.

Knowledge Evidence

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

- compare and contrast the key features of current industry accepted hardware and software products
- compare and contrast financial management options, including leasing arrangement
- identify information gathering techniques
- analyse risk management in relation to information and communications technology (ICT) component use and items procured
- outline quality assurance practices in relation to identifying and acquiring ICT system components
- discuss the client business domain
- research vendor product directions
- describe organisational procurement procedures.

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:

- special purpose tools, equipment and materials
- industry software packages
- current system architectures
- current business and ICT strategic plans
- data models
- functional process descriptions
- service levels
- user requirements.

Assessors must satisfy NVR/AQTF assessor requirements.

Links

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