



Learning and Assessment Plan

This learning and assessment plan outlines how this unit or cluster of units will be delivered and assessed. The schedule of learning topics, assessments and the due date for assessments is included.

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| Qualification national code and title: | ICT50220 Diploma Information Technology |
| Delivery Period: | Semester 2, 2024 |
| Cluster Name (if applicable) | Innovative Project – Part 1 |

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| National ID | Name of unit |
| ICTICT517 | Match ICT needs with the strategic direction of the organisation |
| BSBCRT512 | Originate and develop concepts |
| https://training.gov.au/Training/Details/ICTICT517 https://training.gov.au/Training/Details/BSBCRT512 | |
| Delivery Location/s (Campus/Room/Online): | Tuesday, (08:30 – 10:30) - L306, 30 Aberdeen St, Northbridge |

| Student Learning Resources, text, equipment (Required/Optional) | | | | |
|---|--------|---------------------------------|-----------------------|--------------------------------|
| Student to supply: Any additional project management tools | | | | |
| College to supply: Microsoft Office Visual studio 2022/ Visual Studio Code JetBrains Suite Adobe Education Suite | | | | |
| Lecturer Name: | Phone: | Email: | Contact times | Campus / Room |
| Aaron Clifford | - | Aaron.clifford@nmtafe.wa.edu.au | Class, By Appointment | Level 3 Office, 30 Aberdeen St |

Assessment Summary

| Assessment | Title and brief description | Due Date |
|---------------|---|------------|
| Assessment 1A | Solution Report – This document is about evaluating the client and business. Using that to identify solutions, evaluating them and deciding upon the best solution. | Session 10 |
| Assessment 1B | Action Plan – This is a detailed implementation plan that highlights detailed requirements and tasks, resources, | Session 15 |



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| Assessment | Title and brief description | Due Date |
|---------------|---|------------|
| | timelines and objectives that cover exactly what will be completed and delivered by the project. | |
| Assessment 1C | Feedback and Review – This is the final follow up and presentation to the client of your document. An opportunity to seek feedback and adjust for any requests if possible. | Session 16 |
| Assessment 2 | Knowledge Based Assessment – This is the knowledge assessment based on learning through the semester. Answer the questions and submit to blackboard. | Session 18 |

You will receive more detailed instructions on each assessment from your lecturer.

The regular learning requirements to develop the skills and knowledge for this unit are outlined below. Please refer to your timetable for session times.

Please note: This plan is to be used as a guide and may be adapted to meet the needs of students. You will be notified of changes as they occur.

Your training will include **structured in and out of class activities*** to be completed for this unit.

**Out of class activities may include(☑):*

- | | |
|---|--|
| <input type="checkbox"/> lectures or tutorials, online tasks and forums | <input type="checkbox"/> workshop activities |
| <input type="checkbox"/> assessments (when integrated with learning) | <input type="checkbox"/> projects, assignments |
| <input type="checkbox"/> workplace experience | <input type="checkbox"/> prescribed follow-up activities |
| <input type="checkbox"/> prescribed reading and research | <input type="checkbox"/> other (please specify) |

| Sessions (Hours) | | Element number | Topic | Learning Resources* | Structured out of class activities* | |
|------------------|-----|----------------|--|---------------------|-------------------------------------|-----|
| Session | Hrs | | | | Activity | Hrs |
| 1 | 2 | | Introduction – Overview of LAP, Assessments and general structure of the unit and its integration to the course. | Session 1 | | |
| 2 | 2 | | Business Requirements and Strategic Planning – Look at a business planning and understanding how these tools are used to develop a business while looking at how these can be used to identify opportunities in your field. | Session 2 | | |
| 3 | 2 | | Brainstorming Ideas and solutions – This class looks at developing ideas and generating solutions through various techniques and tools. | Session 3 | | |
| 4 | 2 | | Report writing – This session looks at writing styles and example documents for professional reports. | Session 4 | | |
| 5 | 2 | | Work on Assessment 1A This will be time to start your group work and begin Assessment 1A | Session 5 | | |
| 6 | 2 | | Job Skills Centre Presentation – This session we will have the jobs and skills | Session 6 | | |



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| | | | centre come into talk about planning for life after TAFE and getting yourself a job. | | | |
| 7 | 2 | | Evaluating Solutions – This session touches on various aspects of evaluation when considering a projects viability. Looking at: Technical, strategic, competing and complementary internal and external systems. | Session 7 | | |
| 8 | 2 | | Implementation/Action plans – This session looks at reviewing action plans for developing and scheduling a project. | Session 8 | | |
| 9 | 2 | | Project planning: Tasks and objectives – This session looks at splitting up projects into steps and identifying the critical path in a project | Session 9 | | |
| 10 | 2 | | Project planning: Resources and timelines – Identifying resources and timelines within a project and how they may be allocated and managed. Work on Assessment 1B | Session 10 | | |
| 11 | 2 | | Project Planning: Project Management Tools – This session we will look at what tools can be used to manage the areas discussed in previous weeks during the project's development. (Jira, Trello, etc) | Session 11 | | |
| 12 | 2 | | Project Planning: Risk Management – This session looks at risk management and contingency planning in projects. | Session 12 | | |
| 13 | 2 | | Work on Assessment 1B | Session 13 | | |
| 14 | 2 | | Presentation skills – A quick review of presentation skills. | Session 14 | | |
| 15 | 2 | | Work on Assessment 1C | Session 15 | | |
| 16 | 2 | | These sessions should be used to coordinate with your team and client to finalise your project documentation and set up any project management tools. Complete Assessment 2 (KBA) | - | | |
| 17 | 2 | | These sessions should be used to coordinate with your team and client to finalise your project documentation and set up any project management tools. | - | | |
| 18 | 2 | | These sessions should be used to coordinate with your team and client to finalise your project documentation and set up any project management tools. | - | | |
| 19 | 2 | | Re-Submission Week | - | - | - |
| 20 | 2 | | Non-Contact (Resulting) | - | - | - |
| Total Hours | 80 | | | | Total hours out of class activities | 10 |
| Total amount of training for this unit: | | | | | 90 | |



Learning and Assessment Plan

Recognition of Prior Learning (RPL) / Credit

You may be eligible for Recognition of Prior Learning (RPL) / Credit towards your studies. If you have relevant existing skills, knowledge, or formal qualifications. Please discuss available options with your lecturer.

Reasonable Adjustment

We recognise that every student has different learning styles and needs. Please let your lecturer know if there is anything that may have an effect on your learning so they may be able to adjust your plan.

Results and Appeals

Students may lodge an appeal against an academic result. Appeals must be lodged within four weeks from notification of the assessment result. Please see details under Academic Appeals on the NMT website.

Absences

If you are unable to attend any class or assessment session you must inform your lecturer as soon as possible.

If you miss an assessment due to illness, please provide your lecturer with a medical certificate in order to negotiate an alternate time for the assessment.

Plagiarism

Plagiarism is using another person's ideas and words without clearly acknowledging the source of the information. It is not acceptable to submit an assessment that is based on another person's work and claim it as your own. If you submit an assessment that is significantly or recognizably the same or similar in content as submitted by another student (current or past) you may have to submit another assessment.

Assessment Resit/Resubmission

You shall be permitted to have at least two attempts to demonstrate competency against a unit of competency or cluster of units of competency.

To qualify for re-assessment:

- you must have made a reasonable attempt to complete the assessment satisfactorily
- AND
- you must have submitted the original assessment by the due date
- OR
- you must have attended and participated in the original assessment event

In the case of a re-assessment opportunity, your lecturer will give you a due date for your second attempt. Should you not achieve a Satisfactory result on the second attempt, you will need to re-enrol (R) in the unit.

In certain situations, a re-assessment is not possible; please refer to your assessment instructions.