SUNI**TAFE STUDENT**

ASSESSMENT GUIDE



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

Student Name

Place student ID barcode sticker here

Commencement Date



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**Acknowledgements**

SuniTAFE wishes to acknowledge the contribution from the following persons/organisations in the development of this resource:

Chris Zhong ICT teacher

David Cleary ICT teacher

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Education Development Services

SuniTAFE wishes to acknowledge the following additional information sources in the development of this resource:

Commonwealth of Australia. (2013). Home Page, 3.22.1.18. Retrieved October 19, 2022, from training.gov.au: https://training.gov.au

For the full definition of this unit and its assessment requirements, please consult:

https://training.gov.au/Training/Details/ICTSAS310

**Images**

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# Assessment Information

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| **Conducting the Assessment** | The assessment methods and processes are described in this Student Assessment Guide.  Information about each assessment method is discussed and the assessment agreement is completed.  The assessor is to advise students the time and date of the assessments.  All assessments must be conducted in a safe environment. |
| **Applying Reasonable Adjustments** | Reasonable adjustments to assessment methods and processes may be required to accommodate the student needs and enable them to demonstrate their competencies.  Any adjustments made to the assessment must be documented in the assessment agreement in this Student Assessment Guide. |
| **Feedback to Students** | Feedback will be provided to the student after the completion of assessment marking. |
| **Assessments and Competency** | For each assessment task you complete, the assessor will determine it as either ‘Satisfactory’ or ‘Not Satisfactory’. You will be given the opportunity to resubmit an assessment task if it is determined ‘Not Satisfactory’.  On completion of all assessment tasks, you will be issued a result of either ‘Competent’ or ‘Not Yet Competent’ for the unit. All assessment tasks must be satisfactorily completed for a unit for you to be deemed competent.  A student may appeal a “Not Yet Competent” decision by following the Student Reviews and Appeals Procedure found on the Institute’s website: [www.sunitafe.edu.au/policies-procedures-forms](http://www.sunitafe.edu.au/policies-procedures-forms) |
| **Assessment Submission** | Assessments may be submitted either in hard copy or online through [SuniCONNECT](https://suniconnect.sunitafe.edu.au/login/index.php). Ask the assessor for the preferred method.  If submitting as hard copy, sign and submit the Assessment Task/s Submission Statement with each or all assessment/s.  If submitting online, tick the Submission Statement in the Assessment Task drop box and upload all the relevant documents for assessment. |

**What you need to complete:**

The assessment tasks required for completion of the unit/s are:

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| **Assessment Task 1** | | | | | | | | | |
| Written task– Networking background knowledge | | | | | Due Date | | | | |
| **Assessment method/s** | | | | | | | | | |
| A Observation/ oral Questions | B  Project | C  Practical Task | D  Portfolio | E  Role play/Simulation | | F Knowledge based test | H  Written Task | I  Third Party Report | J other (specify)  \_\_\_\_\_\_\_\_\_\_\_ |
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| **Assessment Task 2** | | | | | | | | | |
| Practical task and observation– Network design | | | | | Due Date | | | | |
| **Assessment method/s** | | | | | | | | | |
| A Observation/ oral Questions | B  Project | C  Practical Task | D  Portfolio | E  Role play/Simulation | | F Knowledge based test | H  Written Task | I  Third Party Report | J other (specify)  \_\_\_\_\_\_\_\_\_\_\_ |
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| **Assessment Task 3** | | | | | | | | | |
| Practical tasks - Network Installation- hardware and software | | | | | Due Date | | | | |
| **Assessment method/s** | | | | | | | | | |
| A Observation/ oral Questions | B  Project | C  Practical Task | D  Portfolio | E  Role play/Simulation | | F Knowledge based test | H  Written Task | I  Third Party Report | J other (specify)  \_\_\_\_\_\_\_\_\_\_\_ |
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| **Assessment Task 4** | | | | | | | | | |
| Practical tasks - Test and secure the network | | | | | Due Date | | | | |
| **Assessment method/s** | | | | | | | | | |
| A Observation/ oral Questions | B  Project | C  Practical Task | D  Portfolio | E  Role play/Simulation | | F Knowledge based test | H  Written Task | I  Third Party Report | J other (specify)  \_\_\_\_\_\_\_\_\_\_\_ |
|  |  |  |  |  | |  |  |  |  |

You will be allowed a maximum of 2 attempt/s at each assessment task.

# Assessment Agreement

An assessment agreement is required to ensure that all students are aware of the process and purpose of an assessment and the requirements to achieve competence in this unit/s.

Document any adjustments to assessment discussed with the student.

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I declare that I have read and understood the assessment methods and assessment process and have discussed any needs with my assessor.

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| Student Name: |  | | |
| Student Signature: |  | Agreement Date: | / / |

# Assessment Task 1

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| --- | --- |
| **Assessment Title:** | Written task– Networking background knowledge |
| **Assessment Instructions:** | This assessment is a written task to check your knowledge of small networks.    Specification:  In this assessment, you must provide written responses to all questions below. You can either write or type in your answers in the spaces provided. You may be required to research your answers. Referencing should be used when using information from other sources. This assessment is open book.  This assessment will be conducted in class or online.  You must complete all tasks to a satisfactory level to receive a satisfactory result. |
| **Duration of the Assessment:** | 2 hours |
| **Required Knowledge** | The candidate must be able to demonstrate knowledge of:   * industry-accepted hardware and software products, including those used for networks * building requirements that may be used in installing, configuring and securing an office * data and voice transmission technologies and protocols * hardware and software installation procedures * organisational procedures including: * software and hardware testing methods * network setting testing methods * software, hardware and network setting problem resolution procedures * local area network (LAN) capabilities and characteristics, including: * network types * internet protocol addressing * switch and hub operation * network connections, both wired and wireless * networking technologies, including network operating systems and cabling standards * network tools, set-up and configuration procedures * security implications and methods for a home office network * software packages supported by the organisation * industry standards applicable to small networks * installation and configuration tools |
| **Resources required for this Assessment:** | |
| **Supplied by Institute/workplace** | Standard computer room –Networked PCs, MS Office (include, Visio and Project).  Technical documentation and installation manuals.  Case profile **“**Small office home office case study**”** |
| **Supplied by student** | N/A |

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| **Assessment Task 1: Written task– Networking background knowledge** |

1. Identify two (2) building requirements for each of the following areas in a small office and home office context. You may need to research this question.

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| --- | --- |
| 1.1 | electrical installation: |
| Answer: |  |
| Satisfactory  Not Satisfactory | |

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| --- | --- |
| 1.2 | cabling and connection: |
| Answer: |  |
| Satisfactory  Not Satisfactory | |

|  |  |
| --- | --- |
| 1.3 | physical and building security: |
| Answer: |  |
| Satisfactory  Not Satisfactory | |

1. Data technologies and protocols:

|  |  |
| --- | --- |
| 2.1 | Describe the two (2) data transmission technologies: Ethernet and Wi-Fi.  Identify one protocol for each of them. |
| Answer: |  |
| Satisfactory  Not Satisfactory | |

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| 1. 2 | What is VoIP? What is H.323? |
| Answer: |  |
| Satisfactory  Not Satisfactory | |

You are working as an IT specialist for XYZ. Review the “Small home office case study”, and answer the following questions:

1. Referring to the Hardware, software, and network installation procedures:

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| --- | --- |
| 1. 1 | Summarise four typical actions you should include during the installation of hardware, software, and networks. |
| Answer: |  |
| Satisfactory  Not Satisfactory | |
| 3.2 | Where should you source software for your installation? Specify four (4) sources. |
| Answer: |  |
| Satisfactory  Not Satisfactory | |

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| --- | --- |
| 3.3 | Provide one example of a standard that you need to refer to when installing each of hardware, software, and a network. |
| Answer: |  |
| Satisfactory  Not Satisfactory | |

1. Referring to the Testing and solving issues procedure:

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| --- | --- |
| 4.1 | Summarise the methods that you are required to use for testing software, hardware, and networks. |
| Answer: |  |
| Satisfactory  Not Satisfactory | |

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| 4.2 | Summarise four tasks that you are required to conduct in troubleshooting hardware, software, and network configuration. |
| Answer: |  |
| Satisfactory  Not Satisfactory | |

1. Answer the following questions on local area networks (LAN) and wide area networks (WAN).

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| --- | --- |
| 5.1 | Complete the following table to compare technologies and protocols for LANs and WANs. |
| Answer: | |  |  |  | | --- | --- | --- | | Network Types | Local area network | Wide area network | | Geographical spread (same/different) |  |  | | Typical bandwidth level (Gbps or Mbps) |  |  | | Congestion (high/low) |  |  | | Example technology (Ethernet / frame-relay etc.) |  |  | | Example protocol (IEEE802.3/X.25 etc.) |  |  | | Main node devices (switch/router) |  |  | |
| Satisfactory  Not Satisfactory | |

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| 5.2 | How can you determine whether two IP addresses belong to the same network? |
| Answer: |  |
| Satisfactory  Not Satisfactory | |
| 5.3 | Complete the table below to compare the main differences between the following network hardware: switch, hub and router. |
| Answer: | |  |  |  |  | | --- | --- | --- | --- | |  | Router | Switch (single layer) | Hub | | OSI layer (choose the main one) |  |  |  | | Forwarding database or table |  |  |  | | Sample protocols (IEEE, RFC, etc.) |  |  |  | | Features and unique functions (list 2) |  |  |  | | Forwarding broadcast (Yes/No) |  |  |  | |
| Satisfactory  Not Satisfactory | |

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| 5.4 | Identify IEEE or RFC protocols for the following wired connection and wireless connection.   * Ethernet: * Packet switching: * Wi-Fi: |
| Answer: |  |
| Satisfactory  Not Satisfactory | |

1. Answer the following questions on networking technologies

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| 6.1 | List two popular network operating systems and their providers. |
| Answer: |  |
| Satisfactory  Not Satisfactory | |

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| 6.2 | List two international or Australian standards for cabling. |
| Answer: |  |
| Satisfactory  Not Satisfactory | |

1. Answer the following questions on network tools, software, and configuration procedures.

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| 7.1 | Describe the following software: ZOOM, Teams and TeamViewer that the organisation approved? |
| Answer: |  |
| Satisfactory  Not Satisfactory | |
| 7.2 | What are PuTTY and IPConfig? |
| Answer: |  |
| Satisfactory  Not Satisfactory | |

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| 7.3 | What can you use (a) an UPT/STP wire Stripper and (b) a Plug Crimper for? |
| Answer: |  |
| Satisfactory  Not Satisfactory | |

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| 7.4 | Outline the procedure for using PuTTY to access a router’s CLI. |
| Answer: |  |
| Satisfactory  Not Satisfactory | |

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| 7.5 | Summarise three actions you are required to conduct for configuring IP networks. |
| Answer: |  |
| Satisfactory  Not Satisfactory | |

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| 8 | Outline the similarity and differences between Wireless Protected Access 2 (WPA2) Personal and WPA2 Enterprise when they are applied to address the security needs for home office networks. |
| Answer: |  |
| Satisfactory  Not Satisfactory | |

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| **Assessment Task Submission Statement** | | | | | | |
| **Student Name:** | |  | | | **Student Id:** |  |
| **Assessment Task:** | | **1 Written task– Networking background knowledge** | | | | |
| First submission | | | Subsequent submission | | | |
| **Student Declaration:**  I certify that the attached assessment is my original work. No other person’s work has been used without due acknowledgment in the text of the document.  Except where reference is made in the text, this document contains no material presented elsewhere or extracted in whole or in part from a document presented by me for another qualification at this or another Institution.  I understand the nature of plagiarism to include the reproduction of someone else’s words, ideas or findings and presenting them as my own without proper acknowledgement. Further, I understand that there are many forms of plagiarism which include direct copying or paraphrasing from someone else’s published work (either electronic or hard copy) without acknowledging the source; using facts, information and ideas from a source without acknowledgement; producing assignments (required to be independent) in collaboration with and/or using the work of other people; and assisting another person to commit an act of plagiarism.  I understand that the work submitted may be reproduced and/or communicated by the institution or a third party authorised by the institution for the purpose of detecting plagiarism.  I understand that Sunraysia Institute of TAFE is required to retain evidence of all completed student assessment items for a period of 3 years for auditing purposes, after which time evidence will be securely destroyed. | | | | | | |
| **Student Signature:** |  | | | **Date of Submission: / /** | | |

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| **Assessor Report** | **Assessor Name:** | | | |
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| **Assessment Outcome:** | | **SATISFACTORY** | | |
| **NOT SATISFACTORY** | Is resubmission required?Yes  No | |
| **Resubmission:** | | Competency development strategies discussed with student? | | |
|  | | Agreed due date for resubmission: / / | | |
| **Assessor Signature:** | |  | | **Date:**  / / |

# Assessment Task 2

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| **Assessment Title:** | Project– Network design and proposal |
| **Assessment Instructions:** | This assessment is a practical task to test your knowledge/skill on design small networks.  In this assessment, you must read a case profile and conduct a series of activities around developing a design proposal for a networking project. There is an observation to further check your skills in confirming information and communicating effectively with a client.  There are three parts in this assessment.  Part 1 – Document Client network needs  Part 2 – Role Play/Observation - Clarify and confirm clients network needs  Part 3 – Provide Project plan and Obtain approval and security clearance  You need to submit the writing tasks and the observation checklist for the assessor to mark. This assessment is open book.  This assessment will be conducted in class or online. Where using video via online methods the assessment must be conducted according to the Video guidelines.  You must complete all tasks to a satisfactory level to receive a satisfactory result. |
| **Duration of the Assessment:** | 3 hours |
| **Required Knowledge** | You must demonstrate knowledge in:   * industry accepted hardware and software products, including those used for networks * building requirements that may be used in installing, configuring and securing an office * data and voice transmission technologies and protocols * hardware and software installation procedures * organisational procedures including: * software and hardware testing methods * network setting testing methods * software, hardware and network setting problem resolution procedures * local area network (LAN) capabilities and characteristics, including: * network types * internet protocol addressing * switch and hub operation * network connections, both wired and wireless * networking technologies, including network operating systems and cabling standards * network tools, set-up and configuration procedures * security implications and methods for a home office network * software packages supported by the organisation * industry standards applicable to small networks * installation and configuration tools |
| **Resources required for this Assessment:** | |
| **Supplied by Institute/workplace** | Standard computer room –Networked PCs and servers, MS Office (include, Visio and Project),  Case study profile (Small office home office case study) and proposal template downloadable through SuniConnect.  System Design Proposal Template  Installation Plan Template  Video guidelines |
| **Supplied by student** | N/A |

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| **Network design and proposal**  You are an ICT specialist working for SOHO. Review the “**Small office home office case study,”** to familiarise yourself with your client’s needs.  This assessment has three parts:  **Part 1 – Document Client network needs Part 2 – Role Play/Observation - Clarify and confirm clients network needs Part 3 – Provide Project plan and Obtain approval and security clearance** |

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| **Part 1** – Tasks 1-4  Based on the information in the case study prepare a simple project proposal to document your client’s needs using the template provided. Refer to each section to determine the information required. For Task 4 you will need to obtain specifications and prices from vendors. Once you have your client requirements documented, you will need to obtain approvals. |
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| **Part 2** – Task 1  You are required to present your design to your assessor who will act as the client to confirm the design meets the client’s needs and to obtain sign off. |
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| **Part 3** – Task 1-2  Based on the information in the case study, you are required to develop an installation plan, and obtain approvals and security clearance from the relevant authority. |
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| **Part 1** – Using the template below document the Clients network needs as per the case study: |

**SOHO Network Design Proposal (Template)**

Ref No: 202109077032B

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| --- | --- | --- | --- |
| Client Name: XYZ PTY LTD Address: 10, Mystreet St. Mildura, VIC Contact Number: 03 5022 XXXX  Consultant Name: Contact Number: 03 5022 XXXX Version: 1 | | | |
| Initial consultation Yes  No | | Date: 00/00/0000 | |
| **1. Client requirement** | | | |
| Supported devices (1.1):  Potential interference (1.2):  Access control (1.3): | | | |
| **2. Network hardware requirements** | | | |
| Wired and wireless devices (2.1):  Wi-Fi protocols (2.2):  Internet connections (2.3):  Cables and connections (2.4):  Topology (2.5):  Security features (2.6): | | | |
| **3.Network Diagram** Provide a physical network diagram; it should include topology and connections | | | |
|  | | | |
| **4.Device and Supply –** Obtain vendor and supplier specifications and component prices | | | |
| Device or resources | Specifications | Vendor contact information | Cost |
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| **Name: Signature: Date:** | | | |

Satisfactory  Not Satisfactory

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| **Part 2 – Clarify and confirm Client requirements**  **Task 1. Role play and observation:**    In this task, you are required to present your network design to the client to:  1) Collect and confirm information about XYZ’s requirements  2) Explain the proposal and request approval for the design and installation proposed    You must refer to the proposal that you created above. The design proposal must be signed in the relevant section.  Your assessor will act as the client and will observe your skills as outlined in the observation checklist below. At the conclusion of the role-play, the assessor will provide you with feedback.  You should submit the Design Proposal along with the completed observation checklist. |
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| **Observation Checklist** | | | | | |
| ICTSAS310 - Install, configure and secure a small office or home office | | | | | |
| **Student’s Name:** |  | | | **Student ID:** |  |
| **Student Instructions:** | You will be observed by an assessor completing the following task/s. During the task/s you may be asked oral questions by the assessor to confirm your understanding.  Observations will be recorded by the assessor as **S** if the task/s has been performed to a satisfactory skill level or **NS** if the task/s have NOT been performed satisfactorily.  You must achieve a satisfactory result for the whole of the task. | | | | |
| **Description:** | Present SOHO network design to clients and obtain sign-off. Confirm information and requirements, using effective communication techniques and industry standard technical language intended for audience and environment | | | | |
| **Location:** |  | | | | |
| **Client Details:** |  | | | | |
| **Tasks to be observed** | | **1** | **Comments on performance and/or oral question responses (Required):** | | |
| 1.1. Clarify and confirm information about the clients’ requirements. | | S  NS |  | | |
| 1.2. Summarise and request approval for the SOHO network design proposal | | S  NS |  | | |

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| **Assessor Report** | | | |
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| **Assessment Outcome:** | **SATISFACTORY** | | |
| **NOT SATISFACTORY** | Is resubmission required?Yes  No | |
| **Resubmission:** | Competency development strategies discussed with student? | | |
| Agreed due date for resubmission: / / | | |
| **Assessor Name:** |  | | |
| **Assessor Signature:** |  | | **Date:**  / / |

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| **Part 3** – Provide Project plan and Obtain approval and security clearance  **Task 1**. Based on the information in the case study, you are required to develop an installation plan. A template has been provided below. |
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* For “Priority” you should indicate low, normal, high with brief reason.
* For “Contingency arrangement” you should list alternative solutions when the planned task cannot be carried out as expected.

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| **Installation Plan** | | | |
| Tasks | Timeline (start and end dates) | Priority (high, low) | Contingency arrangement (e.g., when outage, shipment delay etc.) |
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Satisfactory  Not Satisfactory

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| **Task 2.** Communicate with client’s contractor liaison officer, draft another email to:  Provide information for security clearance.  Request site access with explicit date and time arrangement.  Request an approval of your plan and design developed in Q1-5 |

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| Insert email screen shot or text here |

Satisfactory  Not Satisfactory

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| **Assessment Task Submission Statement** | | | | | | |
| **Student Name:** | |  | | | **Student Id:** |  |
| **Assessment Task:** | | **2 Project– Network design and proposal** | | | | |
| First submission | | | Subsequent submission | | | |
| **Student Declaration:**  I certify that the attached assessment is my original work. No other person’s work has been used without due acknowledgment in the text of the document.  Except where reference is made in the text, this document contains no material presented elsewhere or extracted in whole or in part from a document presented by me for another qualification at this or another Institution.  I understand the nature of plagiarism to include the reproduction of someone else’s words, ideas or findings and presenting them as my own without proper acknowledgement. Further, I understand that there are many forms of plagiarism which include direct copying or paraphrasing from someone else’s published work (either electronic or hard copy) without acknowledging the source; using facts, information and ideas from a source without acknowledgement; producing assignments (required to be independent) in collaboration with and/or using the work of other people; and assisting another person to commit an act of plagiarism.  I understand that the work submitted may be reproduced and/or communicated by the institution or a third party authorised by the institution for the purpose of detecting plagiarism.  I understand that Sunraysia Institute of TAFE is required to retain evidence of all completed student assessment items for a period of 3 years for auditing purposes, after which time evidence will be securely destroyed. | | | | | | |
| **Student Signature:** |  | | | **Date of Submission: / /** | | |

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| **Assessor Report** | **Assessor Name:** | | | |
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| **Assessment Outcome:** | | **SATISFACTORY** | | |
| **NOT SATISFACTORY** | Is resubmission required?Yes  No | |
| **Resubmission:** | | Competency development strategies discussed with student? | | |
|  | | Agreed due date for resubmission: / / | | |
| **Assessor Signature:** | |  | | **Date:**  / / |

# Assessment Task 3

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| --- | --- |
| **Assessment Title:** | Observation - Network Installation, testing, and troubleshooting |
| **Assessment Instructions:** | This assessment is a practical task to test your skills to install and test small networks. It will be observed by the assessor.  In this assessment, you are required to install and configure hardware and software according to the client's network needs as defined in Assessment Task 2. You must perform the tasks listed below. You may be required to research and prepare your own manual or notes. Referencing should be used when using information from other sources.  This assessment will be conducted in class or online.  You must complete all tasks to a satisfactory level to receive a satisfactory result. |
| **Duration of the Assessment:** | 3 hours |
| **Required Knowledge** | To complete the unit requirements safely and effectively, you must demonstrate knowledge of:   * industry accepted hardware and software products, including those used for networks * building requirements that may be used in installing, configuring and securing an office * data and voice transmission technologies and protocols * hardware and software installation procedures * organisational procedures including: * software and hardware testing methods * network setting testing methods * software, hardware and network setting problem resolution procedures * local area network (LAN) capabilities and characteristics, including:   + network types   + internet protocol addressing   + switch and hub operation   + network connections, both wired and wireless   + networking technologies, including network operating systems and cabling standards   + network tools, set-up and configuration procedures * security implications and methods for a home office network * software packages supported by the organisation * industry standards applicable to small networks * installation and configuration tools |
| **Resources required for this Assessment:** | |
| **Supplied by Institute/workplace** | Standard computer room –Networked PCs and servers, MS Office (include, Visio and Project). Branch Wi-Fi routers and switches or simulators Packet Tracer.  Case study profile (Small office home office case study)  Industry standards  Building requirements  Organisations policies and procedures |
| **Supplied by student** | Client Network Design as documented in Assessment Task 2 |

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| **Assessment Task 3: Observation - Network Installation, testing, and troubleshooting**  Using the Case study from Assessment Task 2, you are required to install, configure and test the network according to the network design, industry standards, building requirements and organisation’s procedures.  This assessment has two parts: Part 1 – Network Installation Part 2 – Network testing, and troubleshooting  Your implementation of these tasks will be observed. Your assessor will observe your skills as outlined in the observation checklist below. At the conclusion of the task, the assessor will provide you with feedback. You must submit the observation checklist. |

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| **Part 1 - Network Installation- hardware and software**  1**.** Connect your network devices  2. Install and configure hardware devices  3. Download and install, configure software for your client, e.g., ZOOM or Teams |

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| **Part 2 - Test and secure the network according to organisational procedures** You are required to investigate and resolve issues raised by your clients according to organisations policies and procedures. After these steps, you can request a final sign-off to conclude your services.  Your organisation requires all testing and troubleshooting tasks to be documented, including the testing date, images and description of testing outcomes. For future maintenance purposes, the testing should also include trying two different authentication methods, Wi-Fi protocols, or channels. Complete the tasks below:   * 1. Test the firmware of the Wi-Fi router and make sure it has been updated.   2. Choose a testing tool and check the cause of connectivity issues for your client.   All your users complain that they cannot use any network services; you checked the Wi-Fi router console and you review the network settings as follows:  Graphical user interface  Description automatically generated  ©Sunraysia Institute of TAFE 2021   * 1. Select, and configure security protocols.   2. Resolve security issues.   When you check the configuration, a tool is used to scan all user computers and you find two computers having the same IP address. This could be a DHCP issue or suspected intrusion, you need to verify the cause and fix the issue  Graphical user interface, application  Description automatically generated  ©Sunraysia Institute of TAFE 2021   * 1. Test the function and connectivity of one of the installed software |

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| **Observation Checklist** | | | | | |
| ICTSAS310 – Install, configure and secure a small office or home office network | | | | | |
| **Student’s Name:** |  | | | **Student ID:** |  |
| **Student Instructions:** | You will be observed by an assessor completing the following task/s. During the task/s you may be asked oral questions by the assessor to confirm your understanding.  Observations will be recorded by the assessor as **S** if the task/s has been performed to a satisfactory skill level or **NS** if the task/s have NOT been performed satisfactorily.  You must achieve a satisfactory result for the whole of the task. | | | | |
| **Description:** | Install, configure and test a small network | | | | |
| **Location:** |  | | | | |
| **Client Details:** | Refer case study | | | | |
| **Tasks to be observed** | | **1** | **Comments on performance and/or oral question responses (Required):** | | |
| **Part 1 - Network Installation- hardware and software** | | | | | |
| 1.1. Connect network devices - according to the network design produced in assessment task 2 adhering to industry standards and building requirements | | S  NS |  | | |
| 1.2. Install hardware devices according to network design, industry standards and organisational procedures. | | S  NS |  | | |
| 1.3. Install software according to client requirements, network design and industry standards e.g., ZOOM or Teams | | S  NS |  | | |
| **Part 2 - Test and secure the network** | | | | | |
| * 1. Test the firmware of the Wi-Fi router and confirm it has been updated | | S  NS |  | | |
| 2.2 Select and use a testing tool to check the cause of any connectivity issues. | | S  NS |  | | |
| 2.3. Select, and configure security protocols according to organisational procedures. | | S  NS |  | | |
| 2.4. Resolve security issues. | | S  NS |  | | |
| 2.5 Test the function and connectivity of one of the installed software | | S  NS |  | | |

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| **Assessor Report** | | | |
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| **Assessment Outcome:** | **SATISFACTORY** | | |
| **NOT SATISFACTORY** | Is resubmission required?Yes  No | |
| **Resubmission:** | Competency development strategies discussed with student? | | |
| Agreed due date for resubmission: / / | | |
| **Assessor Name:** |  | | |
| **Assessor Signature:** |  | | **Date:**  / / |

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| **Assessment Task Submission Statement** | | | | | |
| **Student Name:** |  | | | **Student Id:** |  |
| **Assessment Task:** | **3 Observation - Network Installation, testing, and troubleshooting.** | | | | |
| First submission | | Subsequent submission | | | |
| **Student Declaration:**  I certify that the attached assessment is my original work. No other person’s work has been used without due acknowledgment in the text of the document.  Except where reference is made in the text, this document contains no material presented elsewhere or extracted in whole or in part from a document presented by me for another qualification at this or another Institution.  I understand the nature of plagiarism to include the reproduction of someone else’s words, ideas or findings and presenting them as my own without proper acknowledgement. Further, I understand that there are many forms of plagiarism which include direct copying or paraphrasing from someone else’s published work (either electronic or hard copy) without acknowledging the source; using facts, information and ideas from a source without acknowledgement; producing assignments (required to be independent) in collaboration with and/or using the work of other people; and assisting another person to commit an act of plagiarism.  I understand that the work submitted may be reproduced and/or communicated by the institution or a third party authorised by the institution for the purpose of detecting plagiarism.  I understand that Sunraysia Institute of TAFE is required to retain evidence of all completed student assessment items for a period of 3 years for auditing purposes, after which time evidence will be securely destroyed. | | | | | |
| **Student Signature:** |  | | **Date of Submission: / /** | | |

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| **Assessor Report** | **Assessor Name:** | | | |
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| **Assessment Outcome:** | | **SATISFACTORY** | | |
| **NOT SATISFACTORY** | Is resubmission required?Yes  No | |
| **Resubmission:** | | Competency development strategies discussed with student? | | |
|  | | Agreed due date for resubmission: / / | | |
| **Assessor Signature:** | |  | | **Date:**  / / |

# Assessment Task 4

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| **Assessment Title:** | Practical task and Portfolio of network installation documents |
| **Assessment Instructions:** | This assessment is a written task to test your knowledge/skill on small network documentation.  In this assessment, you must complete network documentation for handover consisting of the design, associated hardware, software and security features, as well as the installation, boot up and configuration procedures as per the client requirements. Documents might include supporting materials such as screenshots or photographs, logs, and system outputs. If screenshots are used, they should include timestamp when applicable. You may be required to collate evidence produced in Assessment 1, 2, and 3 and prepare notes of information for client handover.  This assessment will be conducted in class or online.  You must complete all tasks to a satisfactory level to receive a satisfactory result. |
| **Duration of the Assessment:** | 3 hours |
| **Required Knowledge** | To complete the unit requirements safely and effectively, you must demonstrate knowledge of:   * documentation standards for network design * security features * hardware and software installation procedures * boot up and configuration procedures * trouble shooting methods and techniques * software, hardware and network setting problem resolution procedures * security implications and methods for a home office network |
| **Resources required for this Assessment:** | |
| **Supplied by Institute/workplace** | Standard computer room –Networked PCs and servers, MS Office (include, Visio and project). Branch Wi-Fi Routers and switches or simulators.  Case study profile (Small office home office case study) |
| **Supplied by student** | N/A |

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| **Practical task and Portfolio –Finalise the network installation:**  Refer to the SOHO. “**Small office home office case study,”** to complete this assessment.  You are required to create or collect a portfolio of network documentation to support the home office network installed for the client’s network installation and configuration services, and then request a final sign-off to conclude your services.  Your organisation requires all testing and troubleshooting tasks to be documented, including the testing date, images and description of testing outcomes. |

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| **Task 1. Provide network documentation final approval.**  A template for “XYZ Networking Service Report” has been provided as below. You need to provide brief summary for each item and fill out this report to complete this task.  You need to collect and compile the design, and notes and screenshots that you produced in Assessment Tasks 1, 2, and 3. |

**XYZ Networking Service Report**

Ref No. Date/time lodged:

Priority:  Urgent,  High,  Low Responsible person:

|  |  |
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| Network design summary:   * Software: * Hardware: * Security features: | |
| Summary of configuration works:   * Completed Hardware installation tasks. * Completed Software installation tasks. | |
| Testing summary:   * Booting up: * Security features: | |
| Ticket level: | Creator: |
| Client contact: | Date complete: / / |

Satisfactory  Not Satisfactory

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| **Task 2.** – Handover and sign off  Draft an email to your client, handing over the installation, providing the above document and requesting sign off. |

Satisfactory  Not Satisfactory

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| **Assessment Task Submission Statement** | | | | | | |
| **Student Name:** | |  | | | **Student Id:** |  |
| **Assessment Task:** | | **4 Practical task and Portfolio of network installation documents** | | | | |
| First submission | | | Subsequent submission | | | |
| **Student Declaration:**  I certify that the attached assessment is my original work. No other person’s work has been used without due acknowledgment in the text of the document.  Except where reference is made in the text, this document contains no material presented elsewhere or extracted in whole or in part from a document presented by me for another qualification at this or another Institution.  I understand the nature of plagiarism to include the reproduction of someone else’s words, ideas or findings and presenting them as my own without proper acknowledgement. Further, I understand that there are many forms of plagiarism which include direct copying or paraphrasing from someone else’s published work (either electronic or hard copy) without acknowledging the source; using facts, information and ideas from a source without acknowledgement; producing assignments (required to be independent) in collaboration with and/or using the work of other people; and assisting another person to commit an act of plagiarism.  I understand that the work submitted may be reproduced and/or communicated by the institution or a third party authorised by the institution for the purpose of detecting plagiarism.  I understand that Sunraysia Institute of TAFE is required to retain evidence of all completed student assessment items for a period of 3 years for auditing purposes, after which time evidence will be securely destroyed. | | | | | | |
| **Student Signature:** |  | | | **Date of Submission: / /** | | |

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| **Assessor Report** | **Assessor Name:** | | | |
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| **Assessment Outcome:** | | **SATISFACTORY** | | |
| **NOT SATISFACTORY** | Is resubmission required?Yes  No | |
| **Resubmission:** | | Competency development strategies discussed with student? | | |
|  | | Agreed due date for resubmission: / / | | |
| **Assessor Signature:** | |  | | **Date:**  / / |

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| **Assessment Summary Report** | | | | | | | | | | |
| The Assessment Summary Report is to be completed and signed by the assessor after the completion of all assessments. If competency is not achieved by the student in the first instance, strategies to address competency requirements should be identified and a time for reassessment arranged. | | | | | | | | | | |
| **Student Name:** | |  | | | | | | | | |
| **Student Id:** | |  | | | | | | | | |
| **Unit Code & Title:** | | ICTSAS310 - Install, configure and secure a small office or home office network | | | | | | | | |
| **Course Code & Title:** | | Cert III – Information Technology | | | | | | | | |
| **Assessment Tasks:** | | Assessment Task 1 | | | Satisfactory | | | | Not Satisfactory | |
| Assessment Task 2 | | | Satisfactory | | | | Not Satisfactory | |
| Assessment Task 3 | | | Satisfactory | | | | Not Satisfactory | |
| Assessment Task 4 | | | Satisfactory | | | | Not Satisfactory | |
| Other if required: | | | | | | | | |
| **Assessor Feedback:** | |  | | | | | | | | |
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| **Assessment Result for this Unit of Competency:** | | **Student is deemed COMPETENT** | | | | | | | | |
| **Student is deemed NOT YET COMPETENT** | | | | | | | | |
| **Assessor Name:** | |  | | | | | | | | |
| **Assessor Signature:** | |  | | | | | | **Date:**  / / | | |
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| **OFFICE USE ONLY** | | | | | | | | | | |
| Result entered in SMS: | | | | SMS end date reflects assessment date: | | | | | | |
| *Date received:* / / | | | *Date marked:* / / | | | | *Date returned:* / / | | | |
| ***Student’s post-assessment ACSF summary (Foundation Skills courses only)*** | | | | | | | | | | |
| ***Core Skills Level*** | ***Learning*** | | ***Reading*** | | ***Writing*** | ***Oral Communication*** | | | | ***Numeracy*** |
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CRICOS Provider Code: 01985A RTO Code: 4693

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