

COURSE FACT SHEET

GBCA Pathway course

ICT50115 Diploma of Information Technology

(International Students)

CRICOS Course Code 093799G

Global Business College of Australia:

We are a vocational education and training provider committed to improving students' practical application abilities and skills, by providing students with high quality international education services to better prepare them for the workforce.

GBCA Values: Innovative Minds, Caring Hearts, Global Skills

Course Description:

This program is designed for domestic and international students who are planning to pursue Bachelor of Information Technology program with University of Canberra. Students who successfully complete the Diploma of Information Technology with GBCA are eligible for advanced standing of up to one (1) year into the Bachelor of IT at the University of Canberra.

This qualification provides the skills and knowledge for an individual to administer and manage information and communications technology (ICT) support in small-to-medium enterprises (SMEs) using a wide range of general ICT technologies.

Graduates from this program will be able to provide a broader rather than specialised ICT support function, applying a wide range of higher level technical skills in ICT areas such as:

- Networking
- IT support,
- Database development,
- Web development.

GBCA is a recognised training partner of the Huawei Network Academy. Students will have opportunity to set up, configured and troubleshoot the Huawei switches, routers using the vendor focused training resources. This will be an advantage for students who want to sit the Huawei Certified Network Associate Certificate - Huawei Network and Technology Device (HCNA – HNTD).

Course duration: 58 weeks (including catch up class, reassessment and holidays)

Schedule: 20 contact hours per week

Delivery mode: Face to face training

Campus location and delivery site: 337-339 La Trobe Street, Melbourne 3000 VIC

Entry requirements:

Applicants must satisfy all requirements as below:

Age requirements:

- Over 18 years of age OR
- International students under the age of 18 is required to have guardianship and accommodation arrangements in place and provide all supporting evidence to GBCA for approval. Upon approving the arrangements, GBCA will issue a CoE and the Confirmation of Approved Accommodation and Welfare (CAAW) Letter to the student. The letter is to be presented to the Department of Immigration and Border Protection (DIBP) when the student applies for a student visa.

Academic requirements:

- Satisfactory completion of Australian Year 12 or equivalent or higher OR
- Completion of an Australian training program (Certificate IV or above)

Language requirements:

- Minimum of IELTS 5.5 (no band less than 5) or equivalent, or
- Achieved a Satisfactorily Pass in the Australian Year 12 English subject, or
- Have been successfully completing at least 1 semester of a Bachelor course (or above) at an Australian University or Higher Education provider, or
- Satisfactory outcome for Internal English placement, or
- Successfully complete the GBCA English course/s to meet the English requirements of the intended course.

Material requirement:

Students are required to bring their own laptop with Microsoft Office 2007 or a later version installed for face to face classes.

Course Structure:

BSBWHS501	Ensure a safe workplace
BSBSUS501	Develop workplace policy and procedures for sustainability
ICTICT509	Gather data to identify business requirements
ICTICT511	Match ICT needs with the strategic direction of the enterprise
ICTNWK505	Design, build and test a network server
ICTNWK507	Install, operate and troubleshoot medium enterprise routers
ICTNWK508	Install, operate and troubleshoot medium enterprise switches
ICTICT501	Research and review hardware technology options for organisations
ICTICT507	Select new technology models for business
ICTSAD506	Produce a feasibility report
ICTSAS505	Review and update disaster recovery and contingency plans
ICTSAS506	Update ICT system operational procedures
ICTWEB411	Produce basic client-side script for dynamic web pages
ICTWEB429	Create a mark-up language document to specification

ICTWEB502	Create dynamic web pages
ICTWEB508	Develop website information architecture
ICTWEB510	Analyse information and assign meta tags
ICTDBS502	Design a database
ICTDBS504	Integrate database with a website
ICTICT508	Evaluate vendor products and equipment

Assessment methods:

A variety of assessment methods will be used throughout the course, including: Project, Observation of students performing practical tasks, Portfolio of Work, Written report, Analysis of case study/Response to simulated work scenario or Written questioning.

Tuition and Non-Tuition fees: Please refer to the Fee Schedule.

GBCA is responsible for providing compliant training and assessment, and issuing of the AQF certification documentation for qualifications detailed in its scope of registration on the National Training Register (training.gov.au).

Student Support:

GBCA is committed to providing students with a rewarding study and learning experience. GBCA has a range of support services in place to assist students in successfully completing their qualification, balancing their study and life schedules and addressing their concerns. Support services include learning support, mentor support, soft skills workshops, library services, counselling services and IT support.

1. Language, Literacy and Numeracy (LLN):

GBCA will provide LLN supports to students who have any skill/s in their spiky profile that is lower than the spiky profile of the intended course.

2. Learning Support

The teaching staff of GBCA are available to assist students in need with their studying and homework. This support may vary depending on identified needs. Students are encouraged to talk to their trainer when assistance is required to ensure satisfying academic performance.

Students who require additional assistance can schedule appointments with their trainer. There will be support available to assist students in meeting their course requirements and maintaining attendance, such as:

- Additional individual or group tutorial/academic guidance
- Soft Skills Workshops (see below)
- Counselling Services (see below)

3. Soft Skills Workshops

GBCA offers a range of workshops to improve students' soft skills, which may include but not limited to:

- Time Management
- Communication Skills

- Problem Solving Skills
 - Presentation Techniques
 - Writing Skills
4. Library Corner
The library corner provides a supportive learning environment for your study and consists of range of accounting and business related books. Computers with access to internet, MS office and MYOB Educational Edition installed are available as well as printing, photocopying and scanning.
 5. Counselling Services
Staff at GBCA are available to provide confidential counselling services. International students may seek advice assistance with matters such as cross-cultural issues or adjusting to life in Australia. We are committed to ensure that every student has a positive experience while studying at GBCA.
 6. IT Support
GBCA IT Support Officer will assist students with any computer related issues such as problems with connecting to the wireless network, setting up software or login.

All support services provided by the GBCA are FREE of charge to students. If special or intensive assistance is required, the student will be referred to an appropriate external service. GBCA will not charge any reference fee however any cost associated with the external service will be at students' own expense. The student support officer will provide assistance to students if necessary when attempting to contact external services.

Facilities and resources available to students:

- Classroom
- Whiteboards
- Printers
- Student lounge
- Kitchen
- Bathrooms (including disabled toilet)
- Library corner with a variety of books
- Wi-Fi network

Overseas Student Health Cover:

Students are required to purchase Overseas Student Health Cover (OSHC) prior to commencing studies at GBCA.

There are various Overseas Student Health Cover (OSHC) providers and a comparison of the prices could be found on the website: <https://oshcaustralia.com.au/en>

Course enquiries:

If you have any enquiries, please contact: admissions@gbca.edu.au

Student support service contact:

Student Support Officer

E: Studentsupport@gbca.edu.au

T: 9041 3050

This factsheet should be read in conjunction with our Student Handbook and website www.gbca.edu.au.

