



**Diploma of Information Technology
(Software Development) (ICA50705)**



Student Handbook



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Welcome

Dear student,

I would like to extend a warm welcome to you on behalf of all partners of the Vietnamese/Australian Educational Alliance Program.

As you embark or continue in your studies towards your chosen vocation, you will need to manage your time and set personal priorities for achievement each semester.

As you would be aware, successful graduation from this program will provide you with great opportunities for employment or further study. I encourage you to apply yourself wholeheartedly to your studies in these formative years with the aim of reaping the benefits over a long and prosperous career.

Yours sincerely

A handwritten signature in blue ink, appearing to read 'Mark Noble', with a stylized flourish at the end.

Mark Noble
General Manager
Humanagers

General

This program is being delivered under an International Educational Alliance between Educational institutions in Vietnam and Australia. The arrangements are being coordinated by Humanagers, an Educational Management company in Australia. Each of the parties in this arrangement has a set of responsibilities as follows:

Vietnamese University

- Coordinate administrative procedures for enrolment
- Set and manage student fee collection
- Ensure adequate facilities and teaching staff
- Manage student activity
- Conduct delivery and assessment
- Ensure compliance with Australian quality requirements

Australian Educational Institutions

- Provide teaching curriculum
- Provide teaching resources
- Provide assessments
- Quality assurance
- Produce student Certification
- Maintain Articulation arrangements with Australian Universities
- Keep student records of enrolment/achievement

Humanagers

- Coordinate professional development
- Coordinate all administrative procedures
- Manage contractual arrangements
- Support Vietnamese Universities in marketing
- Coordinate assessment administration and reporting
- Undertake moderation of Assessments
- Administration of quality compliance

Enrolment Process

In order to enrol in a Vietnamese/Australian Educational Alliance Program, students must complete an enrolment form and forward with their fee payment to the Program Coordinator.

A copy of the enrolment form and other information is also available from our website www.humanagers.com.au

Course Fees

Students will be charged fees each semester to cover delivery and assessment costs.

All fees must be paid in full, prior to commencement of each semester.

These fees are non-refundable once the semester commences. Students will be charged full fees for the semester regardless if they withdraw part way through or fail a subject(s).

If a student withdraws before assessment or fails a subject, they will be required to re-enrol and pay an additional fee to repeat that subject(s). A list of repeat fees and charges can be obtained from the course coordinator.

Please be aware while every effort is made to keep the semester fee consistent from the start to the end of the course, international exchange rates and inflation may require the semester fee to be adjusted at some time during the course.

Details of fees and charges can be obtained from the Course Coordinator.

General Course Information

This DIT-SD program is currently delivered at your University using the English and Vietnamese combined pathway (see details in course requirement).

This qualification is a nationally recognised qualification from an Australian National Training Package.

Duration

The course is run over a three year period as follows;

- One year bridging course followed by 4 semesters over 2 years of full-time study.

Course Content/Description

Diploma of Information Technology (Software Development) ICA50705

Semester 1		
3AHW		IT Advanced Hardware
	ICAI3021B	Connect internal hardware components
3IMP		Install and Manage Protocols
	ICAI3101B	Install and manage network protocols
4AMT		Apply Mathematical Techniques
	ICAB4224B	Apply mathematical techniques for software development
4AP		Automate Processes(Javascript)
	ICAB4225B	Automate processes
	ICAB4135B	Create a simple mark up language document to specification
4BVB		Beginning VB
	ICAB4222B	Apply introductory programming skills in a another language
	ICAB4178B	Build a graphical user interface
4SSA1		Software - Systems Analysis 1
	ICAA4041B	Determine and confirm client business expectations and needs
	ICAD4043B	Develop and present a feasibility report
4CPS		Contribute to personal skill development and learning
	BSBCMN304A	Contribute to personal skill development and learning
4ME		Maintain Ethics
	ICAW4214B	Maintain ethical conduct
TUTE		Support Tutorial (non-compulsory)
Semester 2		
4BJA		Beginning Java
	ICAB4219B	Apply introductory object oriented language skills
	ICAB4075B	Use a library or pre existing components
4SQL		Using SQL
	ICAB4136B	Use structured query language to create database structures and manipulate data
4SSA2		Software - Systems Analysis 2
	ICAA4058B	Apply skills in object oriented design
	ICAA4233B	Determine and apply appropriate development methodologies
	ICAD4217B	Create technical documentation
4IVB		Software - Intermediate Visual Basic
	ICAB4229B	Apply intermediate programming skills in another language
4MSP		Manage Simple Projects
	PSPPM402B	Manage simple projects
4TSD		Team Software Development
	ICAB4232B	Maintain open source code programs

	ICAT4221B	Locate equipment, system and software faults
	ICAT4242B	Perform unit test for a class
TUTE		Support Tutorial (non-compulsory)
Semester 3		
5DBD		Database Design
	ICAA5139B	Design a database
5IJA		Intermediate Java
	ICAB5223B	Apply intermediate object oriented language skills
5MLC (C#.NET)		Maintain Legacy Code (Intro to C#.NET)
	ICAB5228B	Maintain functionality of legacy code programs
	ICAT5079B	Perform integration test
5PHP		PHP Programming
	ICAB5180B	Integrate database with a website
	ICAB5165B	Create dynamic web pages
5QMC		Quality Management Concepts
	BSBPM505A	Manage project quality
5EPU		Ensure Privacy for Users
	ICAS5202B	Ensure privacy for users
TUTE		Support Tutorial (non-compulsory)
Semester 4		
5AC#		Advanced C#.NET
	ICAB5227B	Apply advanced programming skills in another language
	ICAB5068B	Build using rapid application development
5AJA		Advanced Java
	ICAB5226B	Apply advanced object oriented language skills
5BUC		Business Continuity
	ICAA5056B	Prepare disaster recovery and contingency plans
5DTR		Develop Technical Requirements
	ICAA5151B	Gather data to identify business requirements
	ICAA5158B	Translate business needs into technical requirements
5SMCP		Software - Manage Complex Projects
	PSPPM502B	Manage complex projects
	ICAB5230B	Maintain custom software
5SP		Strategic Planning
	ICAP5039B	Match IT needs with the strategic direction of the enterprise
TUTE		Support Tutorial (non-compulsory)

The competencies are bundled into subjects as listed above but your results will be listed using the competency names.

Course Requirements

To receive a qualification, the successful completion of all core and elective competencies listed within the qualification (plus successful completion of vocational placement if required).

It is a requirement that students attend a minimum of 80% of all classed for each subject.

In addition the following English proficiency requirements for students undertaking the DIT-SD must be met;

Students undertaking the **English only** pathway

- Completion of the nominated bridging program
- First semester students **MUST** have an English language proficiency of at least IELTS 3.5 or equivalent.
- Second semester students should have an English language proficiency of at least IELTS 4.0 or equivalent.
- Third semester students **MUST** have an English language proficiency of at least IELTS 4.5 or equivalent. Students that do not achieve IELTS 4.5 cannot enrol in semester three

- Fourth semester students should have an English language proficiency of at least IELTS 5.5 or equivalent and have obtained an English language proficiency of IELTS 6.0 or equivalent by the completion of the DIT-SD in order to continue studies in Australia

Students undertaking the **Vietnamese and English Pathway combined**

- Completion of the nominated bridging program
- 1st and 2nd semester will be taught in both Vietnamese and English.
- Third semester students **MUST** have an English language proficiency in reading and writing of at least IELTS 4.5 or equivalent. Students that do not achieve IELTS4.5 in reading and writing cannot enrol in semester 3.
- Fourth semester students should have an English language proficiency of at least IELTS 5.5

Subject Requirements

In addition to the overall course requirement, there may be individual subject requirements that must be met. This may take the following form:

Co-requisite subject: Subjects may have a requirement for prior knowledge and/or skill. A co-requisite subject must be completed either **before, or at the same time** as starting the subject it is listed as a co-requisite for.

Pre-requisite subject: Subjects may have a requirement for prior knowledge and/or skill. A pre-requisite subject must be completed **before** starting the subject it is listed as a pre-requisite for.

Pre-requisites or Co-requisites for the Diploma of Information Technology (Software Development)

			Pre or CoRequisite*
4AP		Automate Processes(Javascript)	4AMT*
	ICAB4225B	Automate processes	
	ICAB4135B	Create a simple mark up language document to specification	
4BVB		Beginning VB	4AP*4AMT*
	ICAB4222B	Apply introductory programming skills in a another language	
	ICAB4178B	Build a graphical user interface	
4BJA		Beginning Java	4AMT*
	ICAB4219B	Apply introductory object oriented language skills	
	ICAB4075B	Use a library or pre existing components	
4IVB		Software - Intermediate Visual Basic	
	ICAB4229B	Apply intermediate programming skills in another language	4BVB
4SQL		Using SQL	
	ICAB4136B	Use structured query language to create database structures and manipulate data	4AP
4SSA2		Software - Systems Analysis 2	4SSA1
	ICAA4058B	Apply skills in object oriented design	
	ICAA4233B	Determine and apply appropriate development methodologies	
	ICAD4217B	Create technical documentation	
4TSD		Team Software development	4BVB
	ICAB4232B	Maintain open source code programs	
	ICAT4221B	Locate equipment system and software faults	
	ICAT4242B	Perform unit test for a class	
5IJA		Intermediate Java	4SQL*,4BJA
	ICAB5223B	Apply intermediate object oriented language skills	
5MLC(C#.NET)		Maintain Legacy Code (Intro to C#.NET)	4IVB or 4BJA
	ICAB5228B	Maintain functionality of legacy code programs	
	ICAT5079B	Perform integration test	
5AC#		Advanced C#.NET	
	ICAB5227B	Apply advanced programming skills in another language	4IVB, 5MLC

	ICAB5068B	Build using rapid application development	
5AJA		Advanced Java	5IJA
	ICAB5226B	Apply advanced object oriented language skills	
5DTR		Develop Technical Requirements	4SSA2
	ICAA5151B	Gather data to identify business requirements	
	ICAA5158B	Translate business needs into technical requirements	
5SP		Strategic Planning	4SSA1
	ICAP5039B	Match IT needs with the strategic direction of the enterprise	

Note: Students cannot be enrolled in subjects/units until the prerequisite subjects have been passed

Assessment Methods and Grading

Course lecturers will provide details of assignment and assessment methods for each unit of competency. It is the student's responsibility to seek clarification if unclear on the assessment requirements.

Some program areas may grade assessments (Pass, Credit, Distinction, Fail etc) while others will be assessed and resulted as Competency Achieved or Fail.

A Fail result may be given if assessment requirements are not met.

If you believe an assessment process may disadvantage you because of a disability, cultural or linguistic need, please contact the Program Coordinator or student services. Your details will remain confidential.

DIT Assessment and Grading

- To gain a pass, students must be assessed competent in each unit of Competence as outlined in the study guides
- Students that fail an assessment will be able to undertake **one** 'assessment re-sit' for that subject/unit
- If a student fails the 'assessment re-sit', they will be required to re-enrol and undertake that subject/unit again.

Details of the re-enrolment procedure, fees and timetables for students re-enrolling in repeat subjects/units, can be obtained from the Program Coordinator

Extension, Resubmission and Supplementary Assessments

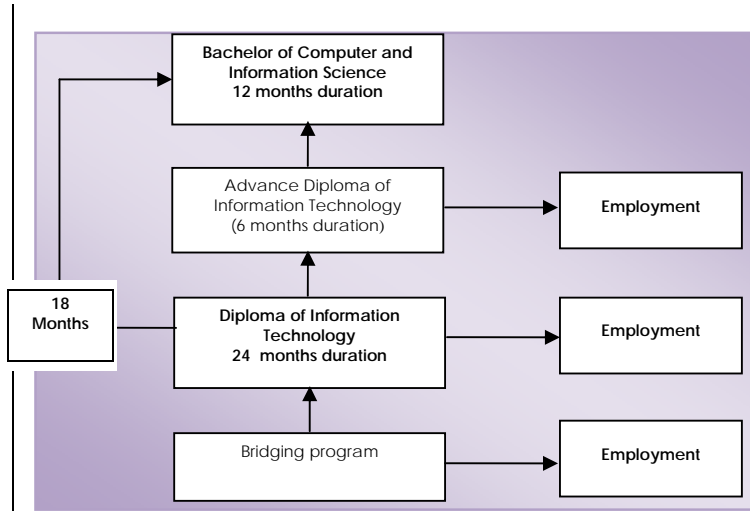
Where possible, students may request an extension to assessment deadlines. Such requests must generally be in writing and directed to the Program Coordinator

Lecturers will **NOT** contact you if you fail to submit work by the due date. Non-submission of work in the absence of your request for an extension may result as a fail for that assessment

Ensure that you check the program requirement with the lecturer.

Pathways to Further Study

Completion of this qualification together with English and study visa requirements, will enable you to undertake an Advanced Diploma through TAFE South Australia followed by a Degree program through the University of South Australia. For example the DIT Pathway is as follows;



Studying in Australia

Student study visa conditions can be obtained from www.immi.gov.au.

Recognition of Prior Learning

Your University will ensure all students receive recognition for prior learning, current skills and knowledge.

Recognition of Prior Learning (RPL) is a process, which formally recognises what you already know or can do. This knowledge and skills may have been the result of:

- Formal training programs (e.g. College, University or other training bodies)
- Life experience (e.g. community involvement)
- Work experience (e.g. training, on-the-job experience)

Your current prior learning is measured against the learning outcomes/competencies for a particular module/qualification, and if you meet the requirements, you may not be required to do certain modules of the course or units of competence.

If you believe you have the experience or qualifications relevant to your course of training, you should seek further information from your lecturer or our Program Coordinator, who will provide you with help in obtaining recognition for your prior learning.

National Recognition

Your University recognises the Australian Qualifications Framework (AQF) Qualifications and Statements of Attainment issued by any other Australian Registered Training Organisation operating within Australia /Vietnam.

Copyright

Copyright has been defined as the exclusive right to;

- reproduce work in a material form
- publish the work
- perform the work

You are not permitted to re-transmit, distribute or commercialise any information or material without seeking prior written approval from the author.

Please be aware of the copyright laws related to material you want to reproduce. Copyright applies to material in all formats including digital.

Cheating or Plagiarism

Students should be aware this learning institution does not support the practice of cheating or plagiarism.

Definitions

A flagrant offence is defined as being a deliberate and conscious attempt to cheat.

Plagiarism has been defined as the copying of sections of any published work without acknowledging the source.

Cheating is defined for the purposes of this policy, as:

- Plagiarism of any form but in particular:
 - Handing in a completely duplicated assignment is a flagrant offence (with or without the original author's knowledge)
 - Deliberately copying of any work without the author's knowledge is a flagrant offence
 - Making and/or distributing copies of test answers (with or without the original author's knowledge) either before or during a test is a flagrant offence
 - Looking at another student's answers or talking about test answers during a test is a flagrant offence
 - Submitting an assignment that has already been submitted for assessment in another subject is a flagrant offence
- Allowing someone else to hand up your work as their own
 - Several people writing one solution to an assignment and handing up multiple copies, all represented (implicitly or explicitly) as individual work
 - Accessing assessment questions/assignments prior to formal release
 - Receiving assistance from other parties to the point of producing a solution that you do not understand.

'Not Cheating' for the purposes of this policy, is defined as:

- A high level discussion of assignment requirements and course material which leads to better understanding. This is in fact permitted and encouraged in accordance with learning outcomes
- Receiving assistance and guidance from staff with an assignment as long as the results are understood
- Getting or receiving help on how to solve minor errors in an assignment.

To ensure that cheating or plagiarism by students is recognised and dealt with in a fair and equitable manner the following procedure will be implemented;

Suspected cheating or plagiarism should, wherever possible, be dealt with quickly at the lowest level in accordance with the related penalties.

The penalties for cheating are to be applied as follows:

1. Failure of the subject.
2. At the discretion and permission of the Program Coordinator a less severe penalty may be imposed when considered appropriate, e.g. re-submission. However, under these circumstances, the only grade possible for the subject will be a pass.
3. More than one instance of cheating (as defined above) will be failure in all subjects currently enrolled in.
4. More than two instances of cheating will result in failure in all subjects.
- 5.

The penalties for **plagiarism** are to be applied as follows:

1. The lecturer will present details to the Program Coordinator who will determine whether to proceed with the matter.
2. If the Program Coordinator determines to proceed, the student(s) will be invited to a meeting before a relevant group which will be assembled of no less than 3 duly qualified lecturers with a suitable knowledge of the subject in question.
3. If after the meeting, the group is of the opinion the student(s) has been guilty of plagiarism it may:
 - Require the student to undertake additional assessment in that subject
 - Return a mark of zero for the piece of assessment
 - Return a fail grade for the subject
 - Do more than one of the above
4. More than two instances of giving away or allowing plagiarism of own work (this is classed as cheating) will result in failure in all subjects

In the event a student is accused of cheating/plagiarism and an appropriate penalty is imposed, any student who believes that the accusation is unjust has the right to appeal against the process, the decision and/or the penalty.

All instances of Cheating or Plagiarism will be documented using a Cheating Instance Report form and submitted to the Program Coordinator and Humanagers within two weeks of the incident.

Student Behaviour

- **Student code of behaviour**

At our learning institution we value:

- Difference and diversity
- Co-operation
- Respect
- Tolerance
- Academic debate
- Freedom of expression balanced with social responsibility

All students, staff, contract staff and visitors are expected to behave in a considerate and courteous manner when dealing with other staff, students and members of the public.

We aim to provide a high quality education and training service in which all students are encouraged to strive for excellence and fulfil their potential. Unacceptable behaviour can hinder the academic progress or work performance of others.

The code of behaviour clearly defines student and staff rights and responsibilities, which relate to appropriate behaviour. The intent is to foster a learning environment in which all students and staff can participate safely and effectively.

- **Unacceptable behaviour**

Unacceptable behaviour includes:

- Disobeying any reasonable request by a teaching staff member
- Discrimination, harassment and victimisation
- Bullying and intimidation
- Making racist or sexist comments
- Behaving in a disruptive manner such as swearing, yelling or using offensive language
- Viewing or distributing offensive material via the internet, e-mail or other means
- Illegal use of drugs or alcohol
- Stealing, vandalising or causing wilful damage to learning institution property
- Endangering the safety of yourself or others

- Leaving mobile phones and pagers turned on during classes.

- **Rights and responsibilities**

Students and staff have a right to work and study in an environment free from harassment, discrimination or threatening behaviour.

This encompasses everyone's responsibility to:

- Respect the rights of others
- Respect difference and diversity
- Respect people's rights to privacy and confidentiality

The right to have your say is balanced with the responsibility to listen to others.

- **Consequences of Unacceptable Behaviour**

Where behaviour is disruptive or unacceptable, disciplinary action can be taken. A lecturer can ask a student to leave the training environment or refuse entry to a training environment if behaviour is disruptive or dangerous.

A student may be suspended by the learning institution, or expelled for behaviour that threatens the safety of others, interferes with the duties of staff or other students' study, or damages or threatens the property of any training environment which is being used.

Grievance Procedures

This learning institution follows strict investigative processes regarding complaints or grievances. All appeals and grievances will be handled in an equitable, ethical and helpful manner, and will be treated with the utmost confidentiality. We will do all we can to uphold the dignity of all persons involved.

For students who wish to make a complaint about the provision of services, procedures or facilities at this learning institution, or if you believe you have been discriminated against on the basis of race, sex, disability, marital status, pregnancy, sexual preference, age or if you believe you have been adversely affected by unsatisfactory teaching, unsatisfactory supervision, unsatisfactory assessment results, unfair treatment, any form of harassment or victimisation or other matters of concern, you may take the following steps to ensure your grievance or problems are recognised and dealt with appropriately.

Step 1. In the first instance, you should raise your concerns with the staff member or student involved.

Step 2 If they are unable to advise you or resolve the issue, you should lodge a formal complaint in writing with the Program Coordinator (contact details contained in the Student Handbook) no later than 14 days from the date of the incident. Upon receipt of the complaint, the Course Co-ordinator and an independent lecturer will review the matter. A meeting will be arranged to ensure all parties have an opportunity to present their case and the Program Coordinator's written report of the outcome and reasons, will be distributed to all parties and Humanagers within 14 days.

Step 3 If the matter is still not resolved to your satisfaction, and you have completed steps one and two, you may lodge a formal complaint in writing (attaching your original correspondence with the Program Coordinator) to:

International Project Manager
Humanagers
Unit 17, 1st Floor
169 Unley Road
Unley 5061
South Australia
[Email: admin@humanagers.com.au](mailto:admin@humanagers.com.au)

Any grievance, received will be reviewed and discussed at Humanagers educational quality meeting in order to highlight any recurring or significant issues which may require corrective action.

Privacy

Humanagers/TAFESA only collect information about you that is necessary for them to perform the services requested by your Learning Institution which may include:

- Information you provide when enrolling for a course which will include your name, address and contact details
- Communications between Humanagers/TAFESA and you
- Information required under the standards for Registered Training Organisations or by law

Access to your Personal Information

Access to your personal information if required can be obtained from the Program Coordinator.

Record Keeping

Your learning Institution will keep complete and accurate records of student's attendance and progress, as well as financial records that clearly state the fees charged, payments made and balance owing. These records are strictly confidential. Trainees can make a written request to view their file at any time.

Result Portal

Students may access their current results via our website at www.humanagers.com.au and log in on the International Page.

All students' user names and passwords are preset and cannot be changed.

Your user name is the TAFE Student ID number provided to you at the time of enrolling and your password is the first two letters of your surname (lower case) followed by the day and month of your birthday (e.g. Phuong Muoi Pham birthday 26/10/1998 password would be ph2610)

Feedback

Opportunities to tell us "What you think"

Our learning Institution is committed to listening and responding to what students have to say, so we can continuously improve our services to you.

There are several ways you are able to provide feedback:

- Speak directly to your lecturer
- Complete student satisfaction surveys
- Contact your Program Coordinator.
- Complete a feedback form on Humanagers website at www.humanagers.com.au
- Send by email to admin@humanagers.com.au

We will listen with respect to your feedback, treat all feedback with confidentiality, and take appropriate action on feedback received. Your feedback is welcome and assists us to improve our services to you.