oten
Open Training and Education Network

Recognition for Unit of Competency

Unit Number:	ICAS3024B	Unit Name:	Provide basic system administration

Teaching Section:	Information Technology

Step 1: Read the unit competency requirements (If you have the skills/knowledge to meet these elements, go to step 2)

Unit Descriptor: This unit defines the competency required to implement components of systems back-up, restore, security and licensing in a stand alone or client server environment.

ELEMENTS	PERFORMANCE CRITERIA
1. Record security access	• Obtain client access requirements and clearance according to organisational requirements • Issue computer or network user account and password details to client • Provide security documentation and access to client • Record user account and security access details to maintain system integrity and assist later auditing
2. Record software licences	• Determine what licensed software is used within the organisation • Maintain records of licence number and location, a database may be used for this purpose • Check personal computers and network for illegal software • Report illegal software to appropriate person
3. Carry out system back-up	• Create and/or review the organisational back-up schedule • Complete file back-ups according to the schedule • Label and store back-ups according to organisational requirements • Maintain records of back-ups.
4. Restore system back-up	• Determine and test restore procedures according to the organisational guidelines • Complete a restore under supervision of an appropriate person • Record completed restore according to the organisational guidelines

Recognition for Unit of Competency

5. Apply security access controls	• Document security access as per clearance guidelines set by management or human resources • Maintain a security access register in line with organisation guidelines to record whish client or groups have access to which resources • Identify the security control on the file system provided by the operating system • Apply effective access control on files and directories

Step 2: Complete your personal and unit details

TAFE NSW Student Number:	**Last Name:**	**First Name:**
SAM Number:	**Unit Number:**	**Unit Name:**

Step 3: List your evidence for recognition

List your evidence below providing as much detail as possible. **Note:** recognition can only be granted for a full unit of competency. If you can meet most of these elements but not all, contact the appropriate teaching section to discuss gap training.
Attach additional paper if more space is required.

Qualifications &/or formal statements	Professional Development & Training	Work Experience	Other Experience & Skills
List your qualifications and/or formal statements relevant for this unit. Evidence may include: Statement of Attainment, Certificate, Diploma etc.	List any other training and development activities completed at work. Eg: Staff Development Activities, Training Sessions, One to one training by a qualified senior staff member.	List what you do or have done at work that meets the unit description. Eg: activities, duties, projects. etc. Evidence may include: letter of confirmation from your employer, duty statement.	List your membership of organisations, voluntary work, community work or self employment/home business. Evidence may include: membership certificate, reference letter from clients.

Student Declaration All information I provide to support this application is true and correct. **Recognition Granted:** ☐ YES ☐ NO

Signature of Student:		**Reason for Non Approval** (if applicable)**:**
Date submitted:	/ /	
Name of Assessor:		
Signature of Assessor:		**Date Processed:** / /

Step 4: Attach all certified documents and sign the Student Declaration

Do not send original qualifications, formal completion statements or membership certificates. Instead, supply certified copies.
Certified means you need to have your original documents sighted and a copy signed by:

- a Justice of the Peace (JP) or any Officer of the Court
- a teacher or Course Information Office at OTEN
- a TAFE NSW staff member

To find your local JP visit http://jp.lawlink.nsw.gov.au/public/ .

Note: If your name is different from that on the evidence documents you are submitting, you will also need to provide certified proof of your change of name, eg Marriage Certificate.

Step 5: Complete the PURPLE 'Enrolment Adjustment-Recognition of prior learning and previous stuies form for submission with your application.

Once completed, the PURPLE Enrolment Adjustment form must be attached to the top of all documentation ready for submission.
It is important to keep copies of all completed forms for your own reference.

Step 6: Secure all documentation and submit (by post or in person)

Electronically submitted versions will not be accepted. Applications must not be faxed or emailed, as the Assessor and the Delegate must sight the original signatures of certification, as well as the applicant's own original signature.

Important notes: Recognition applications will only be processed for currently enrolled students.
If not currently enrolled, you need to apply to enrol by completing an OTEN Enrolment Application form that you must include with your recognition application.

Submit your completed application by post or in person to:

If currently enrolled	If not currently enrolled (with your completed OTEN Enrolment Application form)
Recognition Officer	**Student Services**
OTEN	OTEN Student Services - Enrolments
51 Wentworth Road	Locked Bag 2012
STRATHFIELD NSW 2135	STRATHFIELD NSW 2135