<table>
<thead>
<tr>
<th>Training Package</th>
<th>Information Technology ICA99</th>
<th>Unit Code</th>
<th>ICAITS015B</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Title:</strong></td>
<td><strong>Install software applications</strong></td>
<td></td>
<td>ICAITS015B</td>
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<tr>
<td><strong>Description</strong></td>
<td>This unit defines the competency required to install software applications under instruction.</td>
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<td>ICAITS015B</td>
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<tr>
<td><strong>Field</strong></td>
<td>Support</td>
<td></td>
<td>ICAITS015B</td>
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<tr>
<td><strong>Related Competency Standards</strong></td>
<td>The project lifecycle and the IT methodology employed will determine which particular units of competency are relevant to this unit. Some include the Project Management, Implement, Use, the teamwork functional areas and documentation.</td>
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<td>ICAITS015B</td>
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**HSC Indicative Hours:** 20

<table>
<thead>
<tr>
<th><strong>Key Competencies</strong></th>
<th><strong>Collect, Analyse, and Organise Information</strong></th>
<th><strong>Communicate Ideas and Information</strong></th>
<th><strong>Plan and Organise Activities</strong></th>
<th><strong>Work with Others and in Teams</strong></th>
<th><strong>Use Mathematical Ideas and Techniques</strong></th>
<th><strong>Solve Problems</strong></th>
<th><strong>Use Technology</strong></th>
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<tbody>
<tr>
<td></td>
<td>2</td>
<td>1</td>
<td>2</td>
<td>1</td>
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**Related learning for the HSC**

Students may draw on skills and knowledge developed in other studies to achieve competency in this unit. This can include:
- Systems Design and Development
- Information Processes and Technology.

**Resources that may be used in training and assessment for this unit**
- Non-endorsed materials for ICAITS015B
- National Information Technology Module ITC301 – Computer Systems Basics
- National Information Technology Module ITH302 – PC User Fundamentals
- TAFE NSW Module 3625L – Hardware/software portfolio
- Computing industry magazines and journals
- Computer vendor advertising materials
- Computer manuals and tutorials
- Materials developed by Registered Training Organisations
- Various commercially produced materials including textbooks and computer tutorials
<table>
<thead>
<tr>
<th>Element</th>
<th>Performance Criteria</th>
<th>Underpinning skills and knowledge</th>
<th>Evidence Guide</th>
<th>HSC Requirements</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>Determine software or software upgrade requirements of clients</td>
<td><strong>Underpinning knowledge:</strong></td>
<td><strong>Critical aspects of evidence</strong></td>
<td><strong>Key Terms and Concepts</strong></td>
</tr>
</tbody>
</table>
|         | 1. Client requirements are documented and reported to supervisor | • Organisational guidelines for purchasing  
• Broad general knowledge of licensing arrangements and responsibilities  
• Broad general knowledge of software copyright responsibilities  
• Broad general knowledge of operating systems supported by the organisation  
• Broad general knowledge of the hardware storage devices  
• Broad general knowledge of Input/Output devices  
• Broad general knowledge of the client business domain | Assessment must confirm the ability to install software applications through operating system instructions and to configure computer to accept new software or upgrade. | • software versions  
• system requirements, including disk space, RAM, CPU, operating system  
• upgrade requirements  
• licence conditions  
• backups  
• installation files and directories  
• installation options – full, typical, portable, custom  
• version compatibility issues  
• local installations versus network installation  
• software registration  
• customisation (eg start-up directories, default settings) |
|         | 2. Supervisor’s instructions to meet client requirements are acted on in line with organisation guidelines, corporate purchasing, licensing arrangements, and budget | **Underpinning skills:** | **Interdependent assessment of units** | **Learning experiences for the HSC must include:** |
|         | 1. Client requirements are documented and reported to supervisor | • General customer service  
• Decision making in a limited range of options  
• Problem solving of known problems in routine procedures  
• Plain English literacy and communication skills in relation to the presentation of information  
• Report writing skills for business requiring some analysis and evaluation of information in a defined range of areas | This unit may be assessed with any of the following: ICAITS014C, ICAITS017C, ICAITS020C, ICAITS112B The interdependence of units of competency for assessment will vary with the particular project or scenario. | • installing and testing at least two software applications, one of which must be part of an upgrade  
• configuring a software application to a client's specifications using available menu options  
• interpreting a licence agreement  
• completing a software registration form/card. This does not have to be forwarded to the vendor. |
3. Install software or upgrade

1. Upgrades are installed to meet supervisor instructions
   2. Process is undertaken so clients experience minimal disruption
   3. Computer is installed to accept software
   4. Testing and acceptance in line with corporate guidelines are carried out
   5. Client requirements are satisfied. Amendments are made as required for client, or client is referred to appropriate person/supervisor, if necessary

**Resources**

Competency may be assessed in a simulated work environment or the work place. Peers and supervisors for obtaining information on the extent and quality of the contribution made.

**Consistency**

Competence in this unit needs to be assessed using formative assessment to ensure consistency of performance in a range of contexts.

**Context**

Work is carried out under routine supervision. An individual demonstrating this Unit would be able to: demonstrate basic operational knowledge in a moderate range of areas; apply a defined range of skills; apply known solutions to a limited range of predictable problems; perform a range of tasks where choice between a limited range of options is required; assess and record information from varied sources; and take limited responsibility for one’s own output in work and learning.
<table>
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<tr>
<th>Variable</th>
<th>Scope</th>
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<tbody>
<tr>
<td>Software</td>
<td>Variables may include, but are not limited to: commercial software applications; organisational specific software; operating systems – stand alone PC systems and network operating systems; word processing, spreadsheet, database, graphics, communications packages or any applications as used by the organisation; software installation instructions and manuals; range of suppliers.</td>
</tr>
<tr>
<td>Hardware</td>
<td>Includes personal computers but not networks.</td>
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<tr>
<td>Organisation</td>
<td>Variables may include, but are not limited to: contacting arrangements relating to Information Technology purchasing; licensing requirements and supplier options; storage and retrieval of product licenses; storage of Information Technology equipment and documentation; testing standards. Client requirements may vary.</td>
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<tr>
<td>Client user</td>
<td>May be a department within the organisation or a third party and so the relation and ease of access will vary.</td>
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<tr>
<td>Development methods/tools</td>
<td>Will vary from the traditional Systems Development life cycle with little or no formalisation to a very well structured CASE tool.</td>
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<tr>
<td>OH and S Standards</td>
<td>As per company, statutory and vendor requirements. Ergonomic and environmental factors must be considered during the demonstration of this competency.</td>
</tr>
<tr>
<td>Organisational Standards</td>
<td>May be based upon formal, well-documented methodologies, or non-existent. For training delivery purposes, best-practice examples from industry will be used.</td>
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