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| ICT50220- Diploma of Information Technology  **ICTNWK536 - Plan, implement and test enterprise communication solutions**  **Student Assessment Booklet**  **V1.0** |

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**ASSESSMENT RECEIPT FORM**

|  |  |
| --- | --- |
| **STUDENT NAME:** |  |
| **STUDENT ID:** |  |
| **COURSE NAME:** | ICT50220- Diploma of Information Technology |
| **ASSESSOR NAME:** |  |
| **DUE DATE:** |  |
| **UNIT CODE AND TITLE:** | ICTNWK536 - Plan, implement and test enterprise communication solutions |

**NOTE:**

1. This form must be attached on top of the completed Student Assessment Booklet when submitting.
2. The Assessment Receipt Form must be signed and dated.

**DECLARATION:**

1. I am aware that penalties exist for plagiarism and cheating.
2. I am aware of the requirements set by my assessor.
3. I have retained a copy of my assessment.

|  |  |  |  |
| --- | --- | --- | --- |
| Student Signature: | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | Date: | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| ***Assessment received by UIA Staff*** | |  |  |
| Name: |  | Signature: |  |

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Students must retain this as a Record of Submission

Assessment handed in on:

Unit code and title: **ICTNWK536 - Plan, implement and test enterprise communication solutions**

***Assessment received by RGIT staff***

***Name: ……………………………………………………***

***Signature: ………………………...……...……...……...***

***Student ID……………………………...***

***Student Signature…………………………***

**About this booklet**

This assessment booklet has been designed for students undertaking mode of study to provide information before they undertake these assessments. It also contains assessment tools to assess the skills and knowledge required from you to be deemed competent in this unit.

Please read all the information given to you when you receive this assessment booklet. If you do not understand any part of this booklet, please inform your assessor.

The assessment booklet contains two (2) parts:

**PART 1: Assessment information:** This part contains information on the assessment for this unit of competency and how an assessment will be conducted throughout this unit to achieve the competency. It includes:

* Application of the unit of competency
* Purpose of assessment
* Elements, performance evidence and knowledge evidence requirements of the unit
* Conditions, context, required resources and location of the assessment
* Assessment tasks
* Outline of evidence to be collected
* Administration, recording and reporting the requirements including special adjustments, appeals, reasonable adjustments and assessors’ intervention.

**PART 2: Assessment tasks:** This part contains the information to undertake the assessment task successfully. In each assessment task, students will find the following information:

* Task instructions
* Information on resources required, where applicable.

**PART 1: Assessment information**

**Application of the unit of competency:**

This unit describes the skills and knowledge required to manage the deployment and administration of enterprise communication solutions. It includes email and remote access email, web portal or content management solution, and enterprise collaboration tools.

It applies to individuals working as information and communications technology (ICT) professionals who configure and deploy software to supply email, collaboration and messaging services to meet the needs of enterprise users.

No licensing, legislative or certification requirements apply to this unit at the time of publication.

**Purpose of assessment:**

The purpose of assessment is to determine competency in the unit Plan, implement and test enterprise communication solutions

**Elements**

1. Plan for enterprise communication solutions

2. Implement enterprise communication solutions

3. Test and monitor implementation of enterprise communication solutions

**Performance evidence:**

The candidate must demonstrate the ability to complete the tasks outlined in the elements and performance criteria of this unit; including evidence of the ability to:

* Plan, implement and test enterprise communication solutions including:
* one email system including:
* preparing existing networks
* configuring users, mailboxes, address lists, distribution lists, user constraints, remote email access, message integrity and antispam controls, antivirus controls and anti-phishing controls
* one content management system including:
* planning namespace and server roles
* configuring access, security, network infrastructure and customisations
* providing high availability and disaster recovery
* one collaboration tool including:
* planning namespace and server roles
* configuring access, security, network infrastructure and customisations
* providing high availability and disaster recovery

**Knowledge evidence:**

The candidate must be able to demonstrate knowledge to complete the tasks outlined in the elements and performance criteria of this unit. This includes:

* Key requirements of an ICT implementation plan
* Features and purpose of an email server application
* Features and purpose of organisational collaboration tools
* Features and purpose of web portal or content management software
* Testing processes
* Key principles of data protection, including:
* backup and restoration
* firewall configuration
* security and authentication practices
* Important features of network administration, including:
* load balancing for applications
* server and directory administration
* infrastructure
* web server administration

**Context and conditions for assessment:**

Mandatory conditions for assessment include:

* A safe working or simulated environment
* Skills must be demonstrated in a workplace or simulated environment where conditions are typical of those in an ICT working environment or ICT workplace. This includes:
* Site where server applications can be installed
* Networked servers
* Organisational requirements for email solution, remote access to email, content management system, and collaboration tools.
* Details relating to enterprise email requirements including users, mailboxes, address lists, distribution lists, and user constraints
* Antivirus, antispam, and anti-phishing controls
* Enterprise collaboration software
* Workstations
* Switch
* Wide area network (WAN) service point of presence
* Individual stakeholders to consult
* Assessors of this unit must satisfy the assessor requirements in applicable vocational education and training legislation, frameworks and/or standards.

**Resources required:**

The assessor will ensure that assessment is conducted in a safe environment and you have access to the following resources for the unit:

* Computer with internet connection to refer to various resources
* Student assessment booklet
* UIA Learners’ resources for the unit ICTNWK536 - Plan, implement and test enterprise communication solutions
* Worlducation case study
* Computer/office equipment
* Business technology

**Clustering/holistic assessment:**

There is no provision for clustering of assessments in this unit.

**Competency requirements:**

To be judged competent in this unit, you must satisfactorily complete all assessment tasks to be Competent (C) in the unit. Students with unsatisfactory completion of any of the assignment tasks will be deemed Not Yet Competent (NYC).

Assessors will ensure that the evidence collected meets the requirements of the Rules of Evidence (authentic, current, sufficient and valid) prior to entering results into the competency record sheet.

Students unsuccessful at achieving “Satisfactory” for any assessment at the first attempt will be given two opportunities for reassessment. If the student is still deemed Not Yet Competent (NYC) after two reassessments in a unit of competency, student will be required to repeat the unit as per the scheduled delivery of the course. For further details, refer to UIA Re-Assessment Policy and UIA Course Progress Policy.

|  |  |  |  |
| --- | --- | --- | --- |
| **Assessment tasks** | **Assessment description** | **Due date** | **Location of assessment** |
| **Assessment Part A:**  Written Knowledge Questions | This assessment includes a series of questions you are required to answer; you need to answer all questions correctly. |  | UIA training campus |
| **Assessment Part B:**  Project | This assessment includes a series of activities you are required to complete relating to the case study organisation. |  | UIA training campus and/or outside the campus |
| **Assessment Part C:**  Observation | This assessment includes observation/ demonstration based on the Project in Task 2. |  | UIA training campus |

**Assessment tasks:**

To achieve competency in this unit, you must satisfactorily complete all the following assessment tasks within the date and time specified in the session plan. This will demonstrate that you have all the required skills and knowledge for this unit.

**Outline of evidence to be collected:**

You must submit the following evidence to be marked competent for this unit. Your assessor will ensure that the evidence submitted meets the Rules of Evidence which are valid, sufficient, current and authentic.

|  |  |
| --- | --- |
| **Assessment Part A:**  Written Knowledge Questions | * Answer all questions correctly in the Written Knowledge Questions and submit to your assessor. * Complete and sign the cover sheet for assessment task. |
| **Assessment Part B:**  Project | * Produce all required evidence electronically or paper-based. * Complete and sign the cover sheet for assessment task. |
| **Assessment Part C:**  Observation | * Observation/ demonstration based on the project * Complete and sign the cover sheet for assessment task. |

**Administration, recording and reporting requirements:**

You must read and follow this information carefully while completing assessments for this unit of competency and if you are unsure of any instruction, please contact your assessor to clarify.

The assessments are intended to be equitable, fair and flexible.

**Submission of assessment:**

You must ensure that the completed assessment tasks are submitted along with the assessment cover sheet:

* Your assessor will mark the submitted assessment, provide feedback to you and complete the comments section against each task, where applicable.
* ALL tasks must be completed in legible English. It is preferred that the tasks submitted for assessments are typed and that they are legible and clear, if handwritten.
* You must submit all assessments on or before the due date specified by the assessor as per the training plan.
* Extensions for individual assessment tasks may be negotiated in specific circumstances with your assessor/trainer. However, you need to provide genuine evidence documents when seeking an extension to due date (e.g. extensions due to illness will require a medical certificate). To arrange an extension, you must speak to your assessor prior to the due date. Extensions must be confirmed by the trainer in writing.
* You are permitted to use dictionaries and to seek support (as required) unless it puts in jeopardy the integrity of the assessment, your assessor will let you know if this is the case.
* Unless the assessment task specifically allows pair work or group activities such as brainstorming, you must submit your own original work and must not copy the work of other students. Plagiarism is unacceptable.
* You can submit your assessment tasks through the learning management system or hand in hard copies in the classroom.

**Recording an assessment result:**

Once the assessments have been completed, the assessor will record the assessment results on the student assessment record sheets and LMS/student management system and all results will be approved by the course coordinator.

Assessors will check that you have completed the signed student declaration prior to filling out the assessment sheet.

**Retaining assessment records:**

UIA will securely retain all completed student assessment items for each student for a period of six months from the date on which the judgement of competence for the student was made. UIA will also retain sufficient data to be able to reissue AQF certification documentation for a period of 30 years.

All assessment records submitted to the assessor for marking will be stored and retained properly. And a hard copy submitted to student administration for filing along with the evidence.

The assessor will ensure that the student records are securely retained in accordance with the UIA record control policy accessible by the Student Administration Officer.

**Assessment outcomes:**

**For unit of competency:**

There are two outcomes for assessments: C = Competent and NYC = Not Yet Competent (requires more training and experience).

You will be awarded C = Competent on completion of the unit when the assessor is satisfied that you have completed all assessments and have provided the appropriate evidence required to meet all criteria in line with the Rules of Evidence. If you fail to meet this requirement, you will receive the result NYC = Not Yet Competent and will be eligible to be re-assessed in accordance with the UIA Re-Assessment Policy and UIA Course Progress Policy.

**For assessment task:**

There are two assessment outcomes for tasks. S = Satisfactory and NS = Not Satisfactory.

On the individual assessment cover sheet for assessment tasks you will be marked Satisfactory, if you have completed the task successfully, submitted all evidence and satisfied the assessment criteria and Not Satisfactory, if you have not completed the task, the evidence is not sufficient or does not meet the requirements of the assessment criteria.

**Re-assessment:**

If you are unsuccessful at achieving competency at the first attempt, you will be given two further opportunities for re-assessment at a mutually agreed time and date. For further details, refer to the UIA Re-Assessment Policy and UIA Course Progress Policy. As this is a competency based program, the assessment continues throughout the program until you either achieve Competency in the assessment tasks or a further training need is identified and addressed.

**Student access to records:**

You have the right to access current and accurate records of your participation and results at any time. You can see your results or attendance progress by logging in to the Learning Management System at any time or you can request a copy of your records by contacting the student administration and the assessor.

**Support:**

You may seek clarification about the assessment information and the instructions and tasks at any time from the assessor.

**Reasonable adjustments and special learning needs:**

UIA Australia works to ensure that students with recognized disadvantages can access and participate in education and training on the same basis as other students. Disadvantages may be based, for example, upon age, cultural background, physical disability, limited or non-current industry experience, language, numeracy or digital literacy issues.

Where pre-training interviews and assessments reveal that a student may require special support or where, after enrolment, it is made apparent that the student requires special support, reasonable adjustments will be made to the learning environment, training delivery, learning resources and/or assessment tasks to accommodate the particular needs of the student. An adjustment is reasonable if it can accommodate the student’s particular needs, while also taking into account factors such as the student’s views, the potential effect of the adjustment on the student and others and the costs and benefits of making the adjustment.

Any adjustments made must:

* be discussed, agreed and documented in the assessment record
* benefit the student
* maintain the integrity of the competency standards and course requirements as stipulated in the training package
* be reasonable to expect in a workplace

Reasonable adjustment may consist of:

* providing additional time for students to complete learning and assessment tasks
* presenting questions orally for students with literacy issues
* asking questions in a relevant practical context
* using large print material
* extending the course duration
* presenting work instructions in diagrammatic or pictorial form instead of words and sentences

**Complaints and appeals:**

If you are dissatisfied with an assessment outcome, you may appeal the assessment decision. In the first instance, you are encouraged to appeal informally by contacting the assessor and discussing the matter with them. If you are dissatisfied with the outcome of such discussion, you may appeal further to either the Course Coordinator and/or Head of Department. If you are still dissatisfied, you may appeal formally and in writing to have the result reviewed. For more information, refer to the Assessment Policy and the Complaints and Appeals Policy and Procedures available in UIA Website.

**Assessor intervention:**

Assessors will check if you are ready for the assessment, and defer the assessment if you are not. Feedback will be given to you at the completion of the assessment. During role play, the assessor may act as a client or employer, where required, but the assessor will not interfere with the assessment. If the assessment activities might impact on your safety or that of others, the assessor will stop the assessment immediately.

**Plagiarism, cheating and assessment dishonesty:**

UIA considers plagiarism and cheating as a serious misdemeanor. Evidence of plagiarism and cheating is treated on a case by case basis and the consequences for students engaging in such practices may include failure of the assessment or unit or exclusion from the course. For more information, refer to UIA’s Assessment Policy.

**Assessor feedback:**

Assessors will provide feedback on the assessment that you have submitted. This can identify your strengths and weaknesses or be an overall comment on your submission. A copy of the feedback along with your submission will be given to you and you must keep a copy of it throughout the completion of the course.

**Student Declaration:**

I **.............................................................................. *(Student Name***) have read and understand the information provided above and also understand and accept that any act of plagiarism and academic dishonesty may have penalties including cancellation or suspension of my enrolment with UIA. I further declare that:

* All assessment work submitted for this unit competency is my own original work and plagiarism and collusion has not occurred.
* Assessment work has not been copied or submitted for any other unit/course.
* I have taken proper care and effort to ensure my work has not been copied by another person.
* I have retained a copy of this assessment for my own records in the event I have to reproduce my work.
* I am aware that any assessment deemed unsatisfactory will require me to undergo reassessment which may be different to the one originally submitted.

**Student Signature:** ............................................................... **Date:** ....../....../.......

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**Assessment Task Cover Sheet**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Student details** | | | | | |
| Student Name: |  | | Student ID: | |  |
| **Assessment details** | | | | | |
| Unit of Competency: | | ICTNWK536 - Plan, implement and test enterprise communication solutions | | | |
| Assessment Task: | | Part A – Written Knowledge Questions | | | |
| Date of Submission: | |  | | | |
| Assessment Outcome:  Satisfactory  Not Satisfactory | | | | | |
| Assessor Signature: | | | | | |
| Assessor Name: | | | | | |
| Feedback: | | | | | |
| **Student Plagiarism Declaration:** By submitting this assessment to the college, I declare that this assessment task is original and has not been copied or taken from another source except where this work has been correctly acknowledged. I have made a photocopy or electronic copy or photograph of my assessment task, which I can produce if the original is lost. | | | | | |
| **Assessor:** I declare that I have conducted a fair, valid, reliable and flexible assessment of this student, and I have provided appropriate feedback. I also declare that I have undertaken the indicated assessment integrity checks  Google check for plagiarism  Yes  No  Check for copying/collusion  Yes  No  Check for authenticity (own work)  Yes  No  Cheating or use of model answers  Yes  No | | | | **Student:** I have received, discussed and accepted my result as above for this assessment and I am aware of my appeal rights. | |
| Signature: ......................................................... | | | | Signature:.................................................. | |
| Date:................................................................. | | | | Date:.............................................. | |
|  | | | |  | |

**Assessment Task Part A: Written Knowledge Questions**

**Required documents and equipment to be accessed by students:**

* Computer with internet connection to refer to various resources and course book
* Student assessment booklet and pen (organised by the student)
* UIA Learners’ resources ) for the unitICTNWK536 - Plan, implement and test enterprise communication solutions (organised by the trainer/assessor)
* Learner’s notes

**Planned date for assessment:**

This assessment will be conducted after

**Instructions for students:**

* This assessment will be conducted in the .
* This is an open-book assessment.
* Read each question carefully to make sure you understand what you are being asked for.
* Answer the questions in your own words.
* There is no restriction on the length of the question responses.
* If required, additional answer sheets can be used.
* If you choose to answer on a separate sheet, you must create a header with your name, student ID, the code and the name of the unit and footer with date of submission and page number and sign the document.
* You must answer all written knowledge questions satisfactorily as part of this assessment to be deemed Satisfactory for this assessment.

**Planning the assessment:**

* Access all resources mentioned in required resources, either printed copies or access via the internet.
* You must answer all questions in the written knowledge question assessment.
* Complete and submit the assessment on the same day of the assessment.
* Your assessor will set a time to provide feedback.

**Assessment Duration**

* Time required for assessment:
* Each question is expected to be completed in .

**Assessment Submission (Evidence to be submitted by students):**

At the end of the assessment, you will be required to submit the following evidence on the same day of the assessment.

* Completed assessment task with all questions answered
* Completed and signed cover sheet for the assessment
* Your assessor will record the assessment outcome on the assessment cover sheet.

**Written Knowledge Questions**

|  |  |
| --- | --- |
| **Question 1:** | **What is a mail server? List any FIVE (5) mail server application.** |
| **Answer:** |  |
| **Marking:** | ❑ Satisfactory ❑ Unsatisfactory |
| **Question 2:** | **Define content management software. List any THREE (3) popular content management software in the world.** |
| **Answer:** |  |
| **Marking:** | ❑ Satisfactory ❑ Unsatisfactory |

|  |  |  |
| --- | --- | --- |
| **Question 3:** | **Briefly explains the advantages of business collaboration tools.** | |
| **Answer:** |  | |
| **Marking:** | ❑ Satisfactory ❑ Unsatisfactory | |
| **Question 4:** | **Briefly explain some of the backup solutions in Information Technology.** | |
| **Answer:** |  | |
| **Marking:** | ❑ Satisfactory ❑ Unsatisfactory | |
| **Question 5:** | **List the names of the web server and supporting technology.** | |
| **Answer:** |  | |
| **Marking:** | ❑ Satisfactory ❑ Unsatisfactory | |
| **Question 6:** | **What kinds of roles an admin can perform in database servers?** |
| **Answer:** |  |
| **Marking:** | ❑ Satisfactory ❑ Unsatisfactory |
|  | |

|  |  |  |
| --- | --- | --- |
| **Question 7:** | **Which of the following is a business collaboration software?**  **[A] Microsoft Sharepoint**  **[B] Microsoft Office**  **[C] Microsoft Windows** | |
| **Answer:** |  | |
| **Marking:** | ❑ Satisfactory ❑ Unsatisfactory |  |

| **Question 8:** | **Expansion of POP.**  **[A] Prefix Office Protocol**  **[B] Post Office Protocol**  **[C] Post on Protocol** |
| --- | --- |
| **Answer** |  |

|  |  |  |
| --- | --- | --- |
| **Marking:** | ❑ Satisfactory ❑ Unsatisfactory |  |

|  |  |
| --- | --- |
| **Question 9:** | **What hardware is required for network infrastructure?**  **[A] Server, PC**  **[B] Router, Hub**  **[C] Modem**  **[D] All of the above** |
| **Answer:** |  |

|  |  |  |
| --- | --- | --- |
| **Marking:** | ❑ Satisfactory | ❑ Unsatisfactory |

|  |  |
| --- | --- |
| **Question 9:** | **What is log in business collaboration tools?**  **[A] Maintain details about customer transaction.**  **[B] Maintains details about employees**  **[C] Maintains details about employer** |
| **Answer:** |  |

|  |  |  |
| --- | --- | --- |
| **Marking:** | ❑ Satisfactory | ❑ Unsatisfactory |

**Assessment Task 1: Checklist**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Student’s name:** | | | | |
| **Did the student provide a sufficient and clear answer that addresses the suggested answer for the following?** | **Completed successfully?** | | **Comments** | |
| **Yes** | **No** |  | |
| Question 1 |  |  |  | |
| Question 2 |  |  |  | |
| Question 3 |  |  |  | |
| Question 4 |  |  |  | |
| Question 5 |  |  |  | |
| Question 6 |  |  |  | |
| Question 7 |  |  |  | |
| Question 8 |  |  |  | |
| Question 9 |  |  |  | |
| Question 10 |  |  |  | |
| Task outcome: | * Satisfactory | | | * Not satisfactory |
| Assessor signature: |  | | | |
| Assessor name: |  | | | |
| Date: |  | | | |

**Marking Guide:**

The assessment decision should be based on the following:

* Is the evidence provided the student’s own work?
* Is the evidence relatively recent and reflects current industry standard?

**Assessment 2 Task Cover Sheet**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Student details** | | | | | |
| Student Name: |  | | Student ID | |  |
| **Assessment details** | | | | | |
| Unit of Competency: | | ICTNWK536 - Plan, implement and test enterprise communication solutions | | | |
| Assessment Task: | | Task 2 – Project | | | |
| Date of Submission: | |  | | | |
| Assessment Outcome:  Satisfactory  Not Satisfactory | | | | | |
| Assessor Signature: | | | | | |
| Assessor Name: | | | | | |
| Feedback: | | | | | |
| **Student Plagiarism Declaration:** By submitting this assessment to the college, I declare that this assessment task is original and has not been copied or taken from another source except where this work has been correctly acknowledged. I have made a photocopy or electronic copy or photograph of my assessment task, which I can produce if the original is lost. | | | | | |
| **Assessor:** I declare that I have conducted a fair, valid, reliable and flexible assessment of this student, and I have provided appropriate feedback. I also declare that I have undertaken the indicated assessment integrity checks  Google check for plagiarism  Yes  No  Check for copying/collusion  Yes  No  Check for authenticity (own work)  Yes  No  Cheating or use of model answers  Yes  No | | | | **Student:** I have received, discussed and accepted my result as above for this assessment and I am aware of my appeal rights. | |
| Signature: ......................................................... | | | | Signature:.................................................. | |
| Date:................................................................. | | | | Date:.......................................................... | |

**Assessment Task Part B: Project**

**Resources required:**

* Computer with internet connection to refer to various resources
* Student assessment booklet and a pen (organised by the student)
* UIA Learners’ resources for the unit (organised by the trainer)
* Learner’s notes
* Links listed in the project

**Instructions for students:**

This assessment will be conducted in the UIA classroom and/or outside the campus with access to the resources listed above.

You will demonstrate your skills and knowledge by completing a project for which you are given the task overview and context below. You must satisfactorily perform all tasks to be deemed Satisfactory for this assessment.

You will need access to:

* your learning resources and other information for reference
* Project template

Ensure that you:

* review student all advice regarding responding to written tasks in the

**Planning the assessment**

* Recommended date for assessment:
* Access all resources mentioned in required resources either printed copies or access via the internet.
* Time required for assessment:
* You must:
  + Produce all evidence as required in the Project assessment.
  + Complete and submit in due timelines.
  + Submit with a completed and signed assessment cover sheet.
* Your assessor will set a time to provide feedback.

**Evidence specifications:**

At the end of the assessment, you will be required to submit the following evidence before the due date specified by the assessor:

* All activities to be completed correctly

**Evidence submission:**

* Documentation can be submitted electronically or paper-based.
* Your assessor will record the assessment outcome on the assessment cover sheet.

ASSESSMENT 1 (PROJECT)

**INSTRUCTIONS:**

**Attempt all the given tasks.**

**Avoid to copy from any resources without references (limited).**

**Students must write clearly and concisely.**

**The student should indicate their ID, Name, Unit code and Unit Title on their documents.**

**SCOPE:**

The following scenario required to document produced regarding planning, install, configure, test, maintain and administration of an enterprise messaging environment.

**SCENARIO:**

Mr Adam is the CEO of a Computer Share Software Company. The Computer Share Company has been for the past 10 years in Melbourne. Mr Adam thought that he wanted to expand his company recently, due to the number of clients increasing all over in Australia. Hence, he just started his branches in Brisbane, Sydney, Adelaide and Perth. Now, Mr Adam wants to improve his company’s communication channel in each branch as well as he wants to integrate the other branches as well, because one project has many subsystems and these subsystems have been developed in different branches. The project team members, management staff and clients are needed to communicate effectively in order to develop a better system and satisfy the customers.

For this task you are to set up a mail server,maintain and always test for Computer Share organization. Initially, plan for implementation to provide mail services to meet business requirements. Once you have planned email solution for this organization.

* **Follow the OH&S obligations which may suitable for your project report.**

a. Safe premises

b. Safe machinery and materials

c. Safe systems of work

d. Information, instruction, training and supervision

e. A suitable working environment and facilities

* **The following points need to be considered in your project report:**
* Plan to setup, install, configure and monitor to provide mail servers to meet Computer Share requirements.
* Configure users, mailboxes, address lists, distribution lists, user constraints and mail-client.
* Configure message integrity, anti-spam, antivirus and anti-phishing measures.
* Configure message transport to deliver mail within and outside enterprise.
* Monitor mail-system performance and implement measures to provide high availability and data recovery.
* Create a test procedure of mail servers with Computer Share users’ account; maintain test results and fix the issues have been found during testing.
* List the challenges you faced during the above tasks and explain how you have overcome.
* You are also required to document that how do you do the followings when Computer Share staff would like to share and communicate with other branches:
* Plan for how to connect other Computer Share branches to communicate through email.
* Install and configure mail system to provide access to other Computer Share branches.
* Test and monitor the remote mail access to Computer Share Company.

C:\Users\sajjads\AppData\Local\Microsoft\Windows\Temporary Internet Files\Content.IE5\PDMCL47O\MC900389800[1].wmf

**Use existing network for mail server installation**.

The following is an example profile you may follow, comprising of a ‘first iteration’ exercise, using the above ‘Task List’ as a basis.

1. **Project Overview:**

*(Concise description of students' understanding of the project)*

1. **Client Overview:**

*(Summarise what service(s) they provide / what they sell / who their customers are (what market(s) they operate in) / what are their underlying values / motivation etc.)*

1. **Scope:**

*(What the project is supposed to accomplish, outline the results their project will produce)*

1. **Project Assessment Report:**
   1. **Introduction:**

*(Concise, (1 paragraph only) while still covering all of the key issues of the project)*

* 1. **Project Findings:**

*(Briefly what are required to complete the project)*

* 1. **Project Recommendations:**

*(List of recommendations prepared by the student. Hardware and software specifications, server configuration, network protocol etc.)*

* 1. **Possible WHS Concerns :**

*(Identify any possible WHS issues for the mentioned project)*

1. **Project Analysis and Design:**
   1. **Project Estimated Duration:**

*(Estimated time-frame to complete the entire project. Summery/brief break down of the time-frame is ideal answer)*

* 1. **Target Audience:**

*(Target audience for the mentioned project)*

* 1. **Mock-up Design:**

*(Skeleton of the mock-up design. Ideally sketchy and incomplete structure. First draft based on Lo-Fidelity Prototype)*

1. **Project Management:**
   1. **Preliminary Evaluation of Technologies: (Software and hardware):**

*(List of hardware and software required to build and run the project and the completed work)*

* 1. **Project Timelines:**

*(Detailed timeline prepared in MS Project)*

* 1. **Budget:**

*(Should be in MS Excel. Budget MUST show the breakdown of each area. i.e. – research, image editing, development, testing, etc.)*

* 1. **Copyright and legal issues:**

*(Sign-off form which indicates copyright notice. It should also outline who is responsible for any images and contents of the project)*

1. **Project Sign Off:**

*(Project sign-off form)*

This is to be assessed on: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**ASSESSMENT 2 (PROJECT)**

**MARKING GUIDE**

*This checklist is to be used when assessing the students in the associated task. This checklist is to be completed for each student. Please refer to separate mapping document for specific details relating to alignment of this task to the unit requirements.*

**Assessment Task 2: Checklist**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Student’s name:** | | | | |
| **Did the student provide a performed and addresses the following?** | **Completed successfully?** | | | **Comments** |
| **Yes** | **No** | |  |
| Plan to setup, install, configure and monitor to provide mail servers to meet Computer Share requirements. |  |  | |  |
| Configure users, mailboxes, address lists, distribution lists, user constraints and mail-client. |  |  | |  |
| Configure message integrity, anti-spam, antivirus and anti-phishing measures. |  |  | |  |
| Configure message transport to deliver mail within and outside enterprise. |  |  | |  |
| Monitor mail-system performance and implement measures to provide high availability and data recovery. |  |  | |  |
| Create a test procedure of mail servers with Computer Share users’ account, maintain test results and fix the issues have been found during testing. |  |  | |  |
| List the challenges you faced during the above tasks and explain how you have overcome. |  |  | |  |
| Develop and create the document for client and their employees. |  |  | |  |
| Plan for how to connect other Computer Share branches to communicate through email. |  |  | |  |
| Install and configure mail system to provide access to other Computer Share branches. |  |  | |  |
| Test and monitor the remote mail access to Computer Share company. |  |  | |  |
| Task outcome: | * Satisfactory | | * Not satisfactory | |
| Assessor signature: |  | | | |
| Assessor name: |  | | | |
| Date: |  | | | |

**Assessment Task 3 Cover Sheet**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Student details** | | | | | |
| Student Name: |  | | Student ID | |  |
| **Assessment details** | | | | | |
| Unit of Competency: | | ICTNWK536 - Plan, implement and test enterprise communication solutions | | | |
| Assessment Task: | | Task 2 – Project | | | |
| Date of Submission: | |  | | | |
| Assessment Outcome:  Satisfactory  Not Satisfactory | | | | | |
| Assessor Signature: | | | | | |
| Assessor Name: | | | | | |
| Feedback: | | | | | |
| **Student Plagiarism Declaration:** By submitting this assessment to the college, I declare that this assessment task is original and has not been copied or taken from another source except where this work has been correctly acknowledged. I have made a photocopy or electronic copy or photograph of my assessment task, which I can produce if the original is lost. | | | | | |
| **Assessor:** I declare that I have conducted a fair, valid, reliable and flexible assessment of this student, and I have provided appropriate feedback. I also declare that I have undertaken the indicated assessment integrity checks  Google check for plagiarism  Yes  No  Check for copying/collusion  Yes  No  Check for authenticity (own work)  Yes  No  Cheating or use of model answers  Yes  No | | | | **Student:** I have received, discussed and accepted my result as above for this assessment and I am aware of my appeal rights. | |
| Signature: ......................................................... | | | | Signature:.................................................. | |
| Date:................................................................. | | | | Date:.......................................................... | |

**Assessment Task Part C: Observation**

**Project overview and context**

In this task, you are required to demonstration (Observation) of the project in Assessment B.

The presentation will be assessed on the criteria outlined that must be covered satisfactorily.

**Marking Guide**

The assessment decision should be based on the following:

* Is the evidence provided the student’s own work?
* Is the evidence relatively recent and reflects current industry standard?

**Required documents and equipment required for this assessment:**

* UIA Learners’ resources for the unitICTNWK536 - Plan, implement and test enterprise communication solutions (organised by the trainer).
* Learner’s notes
* Access to government legislation

The following materials are required for this project to be completed:

**Planning the assessment**

* Recommended date for assessment: Time required for assessment: The assessor will set a time to provide feedback.

**Evidence specifications:**

At the end of the project, students will be required to submit the following evidence before the due date specified by the assessor:

* Completed and signed the cover sheet for assessment.

**Evidence submission:**

* The assessor will record the assessment outcome on the assessment cover sheet.

Undertake the following word-processing tasks and respond to the questions as required. Include your responses to the questions in a separate word processed document and save as **Final assessment responses <your name>**.

The final documents you submit for assessment will be assessed using the project criteria provided.

All project criteria outlined must be covered satisfactorily for Part C to be completed satisfactorily

**AIM:**

The following scenario required to demonstrate in a computer lab that reflects understanding of plan, implement and test an enterprise web portal or content management solution for an organization.

**SCENARIO:**

Mr Adam would like to improve the performance of his company’s web portal. Now you are required to plan, install, configure, test, monitor and maintain Computer Share web portal with the server.

* You are required to give demos and document in the college computer lab with the followings:
* Plan namespace and server roles and deploy web portal for Computer Share Company.
* Configure access, security and network infrastructure for use and maintain the web portal for Computer Share Company.
* Accomplish design and customise of Computer Share company portal and related services.
* Observe performance and logs of the web portal.
* Instrument processes to provide high availability to the portal users of Computer Share company and disaster recovery in case of any emergency.
* Plan and test functionality of server roles for maintaining the portal.

**Observation checklist - Assessor to complete**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Marking criteria** | | | | **Please tick S or NS** |
| **The student’s project meets the following requirements:** | | | |
| * Plan namespace and server roles and deploy web portal for Computer Share Company. | | | | S NS |
| * Configure access, security and network infrastructure for use and maintain the web portal for Computer Share Company. | | | | S NS |
| * Accomplish design and costumes of Computer Share Company portal and related services. | | | | S NS |
| * Observe performance and logs of the web portal. | | | | S NS |
| * Instrument processes to provide high availability to the portal users of Computer Share Company and disaster recovery in case of any emergency. | | | | S NS |
| * Plan and test functionality of server roles for maintaining the portal. | | | | S NS |
| **Task outcome** | | | | S NS |
| **Assessor feedback/ comment** |  | | | |
| **Assessor signature** |  | **Date** |  | |
| **Student signature** |  | **Date** |  | |

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|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Final Assessment Record** | | | | | | |
| **Student Name:** |  | | | **Student ID:** | |  |
| **Assessor Name:** |  | | | **Date of Completion:** | |  |
| **Unit of competency:** | **ICTNWK536 - Plan, implement and test enterprise communication solutions** | | | | | |
| **Assessments** | | | **Student results** | | | |
| Satisfactory | | Not Yet Satisfactory | Not Submitted |
| Assessment Part A: Written Knowledge Questions | | |  | |  |  |
| Assessment Part B: Project | | |  | |  |  |
| Assessment Part C: Observation | | |  | |  |  |
| **Comments/ Feedback:** | | | | | | |
| **Unit outcome:** | | Competent  Not Yet Competent | | | | |
| **Is re-assessment required?** | | Yes  No | | | | |
| **Assessor Signoff**  **By signing this final assessment record:**   * I confirm that the student has attempted all requirements of this unit of competency * I am satisfied the work submitted is their own work. * I have informed the participant of the assessment decision. | | | | | | |
| **Assessor signature:** | |  | | **Date:** | |  |
| **Student Signoff**  **By signing this final assessment record:**   * I have received, discussed and accept the outcome from my assessment as above for this unit of competency and I am aware of my right to appeal. | | | | | | |
| **Student signature:** | |  | | **Date:** | |  |