

**List of Competencies for On-the-Job Training (OJT)
Work-Study Diploma in IT System Integration**

Note: LOC is subject to changes due to curriculum review/ development

S/N	List of Competencies (Standard)	Company to indicate '✓' for OJT competencies it can provide
Manage IT End-User Computing (EUC) system and service		
1.	Deploy IT EUC system	
2.	Service IT EUC system	
3.	Resolve IT EUC system issues	
Manage network infrastructure		
4.	Design network infrastructure	
5.	Deploy network infrastructure	
6.	Manage network services	
Maintain enterprise network		
7.	Deploy enterprise network	
8.	Optimise enterprise network	
9.	Resolve network issues	
Maintain enterprise system		
10.	Set up server infrastructure	
11.	Configure enterprise services	
12.	Provide server infrastructure support	
Manage cloud platform		
13.	Set up virtual infrastructure	
14.	Configure cloud services	
15.	Manage cloud services	
Deploy robotic process automation (RPA)		
16.	Create web service client	
17.	Automate infrastructure operation	
18.	Perform process automation	
Perform data analysis and visualisation		
19.	Perform data processing	
20.	Perform data visualisation	
21.	Perform data analysis	

S/N	List of Competencies (Standard)	Company to indicate '✓' for OJT competencies it can provide
Optimise system performance using AI tools		
22.	Identify technology solution / application	
23.	Evaluate performance parameters	
24.	Perform system enhancements	
	Sub-total of Competencies (Standard)	
List of Competencies (Company-specific)		
1		
2		
3		
4		
5		
6		
	Sub-total of Competencies (Company-specific)	

Note:

- a) Company must be able to provide OJT for at least **75%** of the List of Competencies (Standard).
- b) If company is unable to meet the 75%, please propose alternate **course-related** competencies which are unique to company operations. Alternate competencies are capped at 25%.
[i.e. 50% of the list of competencies (standard) + 25% alternate competencies (Company-specific)].
- c) All alternate competencies (Company-specific) must be reviewed and endorsed by ITE.
- d) Trainees must receive OJT and be assessed for **All** competencies selected in this List.

Total no. of competencies selected by company for OJT

Total no. of competencies listed (*standard & company specific*)

Percentage of selected competencies

Completed By:

Name

Company

Designation

Date

For ITE's Completion			
Reviewed by CED / College <i>(For Company-specific Competencies)</i>		Verified by IBT Officer	
Name:			Name & Date:
Designation:		Date:	

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WORK-STUDY DIPLOMA IN IT SYSTEM INTEGRATION

Course Objective

This course equips trainees with the skills, knowledge and professional attributes to deploy and test infrastructure hardware and software, as well as apply analytics and automation to optimise operational stability for infrastructure system efficiency and reliability.

Module Synopsis

Module 1: IT System & Service Management

On completion of the module, trainees should be able to apply ITIL best practices for effective service management decisions. They should also be able to install and configure operating systems and application software on end-user computer devices, deploy and maintain peripherals, and troubleshoot hardware and software issues.

Module 2: Network Infrastructure Management

On completion of the module, trainees should be able to set up Local Area Network (LAN) with Internet-Protocol (IP) addresses and network protocols. They should also be able to deploy network devices, as well as manage network services.

Module 3: Enterprise System Administration

On completion of the module, trainees should be able to set up system servers and configure enterprise services. They should also be able to maintain system performance and troubleshoot system problem issues.

Module 4: Enterprise Networking

On completion of the module, trainees should be able to configure advanced routing and switching, set up wide area network (WAN) links, as well as implement network access control. They should also be able to monitor and administer network, and troubleshoot network connectivity issues.

Module 5: Cloud Service Management

On completion of the module, trainees should be able to set up and configure virtual infrastructure, as well as configure cloud services. They should also be able to manage cloud resources.

Module 6: Robotic Process Automation

On completion of the module, trainees should be able to perform network and process automation using scripting and automation software.

Module 7: Data Analysis & Visualisation

On completion of the module, trainees should be able to extract and transform data into useful information, as well as create visual elements, to aid in business decision-making. They should also be able to manage projects through collaboration and teamwork.

Module 8: AI for Systems & Networks

On completion of the module, trainees should be able to identify and apply appropriate AI technology to assess and enhance the performance of network infrastructure.

Module 9: Company Project

On completion of the module, trainees should have applied their acquired competencies in an authentic project that would value-add to the company.

Module 10: On-the-Job Training

On completion of the module, trainees should be able to apply the skills and knowledge acquired at ITE College and workplace to take on the full job scope, including supervisory function, where appropriate, at the company.

OFF-THE-JOB TRAINING PATTERNS

BLOCK RELEASE

- Scheduled blocks of continuous Off-JT Lessons in College, e.g. 4-9 weeks per block

Year	Block Training at ITE (Total Weeks of Off-JT: 26 Weeks)
1 (April 2025 – Mar 2026)	7 weeks (Apr – Jun) 4 weeks (Jan – Feb)
2 (April 2026 – Mar 2027)	9 weeks (Sep – Nov)
3 (April 2027 – Oct 2028)	6 weeks (Jul – Aug)

- Trainees must be paid during Off-JT at ITE College, as they are considered as working hours.
- Trainees must maintain at least 80% attendance to avoid exam debarment.
- If Company needs to recall Trainee back for work exigencies during Off-JT hours, a written request must be submitted to ITE in advance for approval.