
ICT Cadet Programme

Course Handbook

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8. INDEX OF KEY SOURCES OF INFORMATION

GATE Website	www.gateantigua.ag
Course Handbook	www.gateantigua.ag/cadets/course-handbook
Academic Regulations	www.gateantigua.ag/cadets/academic-regulations
Mitigating Procedures	www.gateantigua.ag/cadets/mitigation
Timetable Information	www.gateantigua.ag/cadets/timetables
Course Leader Information	www.gateantigua.ag/cadets/course-leader
Academic Misconduct	www.gateantigua.ag/cadets/academic-misconduct
Deadline Dates	www.gateantigua.ag/cadets/deadlinedates

7.11 Assessment table

Assessment	Block			
	1	2	3	4
In Class Test		50%		
Workbook	100%	50%	100%	
Group Work				50%
Coursework				50%

7.12 Standard Entry Requirements

- Completed high school education
- At least 16 years of age
- Unemployed
- Students who do not meet the standard criteria but have relevant experience may be considered

1. WELCOME

This is the Course Handbook for the ICT Cadet Programme, a component of the Government Assisted Technology Endeavour (GATE).

The administration and staff of GATE wish you a warm welcome.

1.1 Using Your Handbook

Your Course Handbook contains a wealth of information. Some of it will be of more relevance to you later in the course than at the start of your studies. You can access your Course Handbook via the GATE website at: www.gateantigua.ag/cadets/course-handbook

We recommend that you read this Course Handbook thoroughly and carefully, as it covers many of the questions you will have about your course. **Sections 4** in particular will help you locate the advice you will need. **Section 10** contains an Index of key resources that you may need to access during your course.

The Course Specification (**Section 7** of this handbook) defines the key features of your course, its aims, structure and learning outcomes, and includes all the Blocks you must successfully complete for the award.

The course is governed by the GATE Academic Regulations (www.gateantigua.ag/cadets/academic-regulations). It is your responsibility to be fully aware of the regulations which govern your studies as a student of the ICT Cadet Programme.

You should also note that occasionally, the details in this Handbook, including the Course Specification, may be amended or revised, in order to improve the Course.

We welcome your comments about the course or any suggestions for improvements. We wish you every success in your studies.

2. WELCOME TO THE COURSE

2.1 Introduction to the Course

The goal of the ICT Cadet Programme is to equip the cadets with technical and theoretical ICT skills and training that will help them obtain an entry level technical position or begin an income generating activity of their own. Through the provision of valuable workplace experience, graduates will develop life building skills that will help them in their professional lives

2.2 Location and Faculty Facilities Supporting the Course

2.2.1 Media Resources

Software

- Premiere Pro CS5
- Adobe Photoshop
- Adobe Audition

Hardware

- Digital Camera (Rebel T2i)
- iMAC desktop computer
- Digital Recorder

2.2.2 ICT Services

The ICT Facility is equipped with workstations, networking equipment (routers, switches, cables etc.) and all the necessary tools to facilitate a hands-on workshop environment. You will be introduced to the configuration of devices to industry standard and will work with various models of devices and operating systems.

2.3 Learning and Teaching on the Course

7.10 Course Structure Diagram:

- apply effective time-management skills;
- cooperate with peers, lecturers and other course staff;
- meet deadlines.

Teaching and learning takes place through a combination of lectures, tutorials, and workshops, coupled with student private study. Assessment on the course may take several forms:

- Coursework / Logbook Assessments
- Examinations
- Group work
- Attendance
- Overall Participation in Classes/Assignments

2.4 Feedback

The GATE programme aims to always improve its services and you can fill out our feedback form online at www.gateantigua.ag/cadets/feedback

2.5 Key Contacts

3. BEING AN ICT CADET

Undertaking study on the ICT Cadet Programme is likely to involve new and different methods of working compared to your previous experience. You will study specialised subject matter at an advanced level, relatively quickly and over a short period. You will be expected to pursue your studies with a great degree of independence.

The remainder of this section highlights the general features and expectations associated with the programme.

3.1 Welcome Programme Checklist

Following the Welcome Programme and Course Introductory Meeting, you should check that you have received or have provided the following:

- an ID card
- an email address
- a course timetable
- a course log book (cadet must purchase)¹
- the location of the Course/Administrative Offices
- the location of the main learning centres and IT facilities
- the name of your Course Leader

If you arrived late you will still need to obtain the items above and there will be a late Welcome session for you. Contact the Course Office to ensure you know what to do and where to go to get started. Classes commence from Monday 2nd July 2012, immediately following the Welcome Programme.

3.2 Attendance, academic engagement and employment

¹ The course log book must be a sturdy hard cover notebook.

In New Media, cadets will cover creative aspects of technology and will learn techniques associated with video filming and editing, graphic design and building websites. Leveraging social tools such as Facebook and YouTube will form part of the entrepreneurial aspect of the course.

7.9 Course Learning Outcomes

Knowledge and Understanding

The successful cadet will be able to demonstrate:

- An ability to use different new media related software such as Adobe and Linda
- An appreciation of different PC and network components

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Practical Skills

The successful cadet will be able to:

- Make different Cat 5 network cables
- Set up a LAN network using different network equipment, (routers, switches and workstations)
- Build PC's and troubleshoot hardware related faults

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Key Transferable Skills including Employability and Professional Practice

- work effectively both in a team and independently on a given task or project;

Cadets will be exposed to everyday issues of maintaining networks and workstations through involvement in the Connect Antigua and Barbuda Initiative where cadets are expected to open and close the various Community Access Centres and the Mobile IT buses, providing first line support to end users and elevating any major problems to the main IT Helpdesk.

Cadets will work alongside hardware technicians and acquire practical hands-on skills in infrastructure support, project design from a hardware and network cabling perspective, systems analysis and design and systems management. Cadets will also have formal learning sessions and will cover much of the syllabus associated with the A+ and Network+ certifications².

Cadets will experience working within a team through support for the various community technology projects being delivered through the governments TCEE program. In the first instance the cadets will be expected to learn how to troubleshoot the operating systems of various devices and laptops.

² This course does NOT cover the full syllabus for these certifications but is expected to partially prepare those cadets who wish sit the exams by providing hands on experience for better understanding of the material

Your success depends upon full and regular attendance at **ALL** classes, and the completion of **ALL** of your block assessment(s).

If you fail to meet attendance and academic engagement requirements you will be required to leave the course. The course requirements will be very stringent and will be “boot camp” style. If you think that you will not be able to meet these requirements, please provide the Administrative Department with written notification of withdrawal.

3.3 Studying

You should be aware that **all** the various coursework assessments and examinations have to be completed to complete the course. The course will be very intense and will provide you with vast amounts of information and hands-on experience; you will therefore be expected to attend **all** timetabled and unscheduled sessions. You will also be expected to study in your own time.

Please be respectful of the learning environment and remember to **switch off** your mobile phone **before** entering all classes and practical areas.

3.4 Building Careers

This course has been designed to meet the entry-level needs of businesses in and around Antigua and Barbuda. These skills have been identified by the government as being critical in curtailing the continued shortage of ICT skills within the country.

This course will provide you with hands on experience in various areas of technology from PC Repairs, Upgrades and Diagnostics, to Networking Basics and New Media Technology where you will be introduced to popular programs such as Lynda and Adobe for photo and video editing.

Upon completion of the boot camp, you will have:

- Acquired entry-level ICT skillsets:
 - Installation, Configuration and Upgrading
 - Diagnosing and Troubleshooting
 - Preventive Maintenance
 - Motherboard/Processors/Memory
 - Printers
 - Basic Networking
- Received introductory A+ and Network+ certification training
- Received practical training in a real-world work environment:
 - Improved interpersonal/customer support skills
 - Introductory teaching experience

7.3 Expected Duration of Course:

Six (6) Months

7.4 Funding:

A monthly stipend will be provided to cover travel and other costs

7.5 Intake:

Intake is on a rotational basis but may generally occur at the end of each 6 month period from the beginning of the course for the duration of the programme.

7.6 Main Teaching Locations:

- ICT Training Facility at Mount St John's
- Ministry of Information, Broadcasting, Telecommunications, Science, and Technology

7.7 Course Leader:

7.8 Main Educational Aims:

The course aims to provide cadets with introductory levels of understanding in various IT related subjects. With broad skillsets being obtained it is envisaged that cadets will be able to utilise these skills effectively freelance or within a team.

6. WITHDRAWAL

6.1 Withdrawal from the ICT Cadet Programme

Once you have registered for the programme it cannot be changed. You have until the end of week 2 of the first session to withdraw from the programme.

Withdrawal from the course is not permitted after Week 2 and students with unforeseen circumstances, which prevent completion of an assessment or a Block, should submit a claim of mitigating circumstances. (**See section 5.6**). You are expected to complete every Block registered against your record. If you withdraw from the course without prior approval you will not be allowed to recommence at a later date.

For further information and advice please contact the Administrative Department.

6.2 Mode of Study

Mode of study on this course is Full-Time Only.

7. COURSE SPECIFICATION

7.1 Name of Course:

ICT Cadet Programme

7.2 Mode of attendance:

Full-time Day

- Received introductory New Media Training:
 - Video editing
 - Graphic design
 - Photography
 - Journalism
 - Web navigation, editing and uploading

Work Opportunities

These hands on experiences will give you the ability to progress onto further studies or go directly into the workplace in areas such as:

- Web Journalism
- Photography
- Videography
- Audio/Visual Producer
- Script Writing
- Computer Repairs Technician
- Network Technician
- Tablet Repairs Technician
- Customer Service Representative

3.5 Academic Misconduct

The ICT Cadet Programme has a zero-tolerance policy for academic misconduct. Plagiarism, collusion and other forms of cheating constitute academic misconduct, for which there are explicit penalties.

For further information visit:
www.gateantigua.ag/cadets/academic-misconduct

3.6 Your Timetable

The timetable will run from 9am to 9pm and will cover all blocks on the course. Your personal timetable will detail which block and the sessions you will be attending, and the location of where you will attend the sessions.

If you don't have a timetable, then please contact the Course Office.

3.7 Publication of Results and Transcripts

At the end of the course, the marks from your different assessments throughout the course will be tallied and confirmed. You will normally then be issued with a transcript detailing your marks and awarded a pass or fail mark (see 5.2 below) Your transcript is made available to you first time free of charge. Any copies requested thereafter will be charged a fee.

the whole block again. You are only permitted to re-register any block on one occasion and a fee may be charged for re-registrations.

5.8 Criteria for Awards

Awards are governed by the academic regulations and can be found online on the GATE website. You will gain only gain awards on completion of the programme.

Block for which a failing mark has been awarded. Reassessment takes place during the designated resit period following the academic session in which the Block was taken. Under the GATE's Academic Regulations, if you pass the block following reassessment, your overall block mark will be capped at the bare pass.

A student who does not attempt the final component of assessment in a block will only be permitted reassessment if they have notified the Course Leader (normally in advance of the date of submission/date of examination). Where the reasons given are documented and meet the criteria for Mitigating Circumstances (see Section 5.6), a student will be entitled to be assessed during the reassessment period as if for the first time and will be entitled to the full range of marks for the block. Where a request for a deferral of assessment is made but the claim does not satisfy the criteria for Mitigating Circumstances, GATE may agree a reassessment opportunity but any passing block mark will be capped at a bare pass.

If you have received failing marks in two or more Blocks you will be required to undertake a review of your academic performance with your Course Leader. On the basis of this review, you may be required to leave the course.

Retaking a block

If, after reassessment, you still have not passed a block, you may need to re-register and to take

4. SOURCES OF INFORMATION AND ADVICE

4.1 Course Office

The Course Office is the key administrative service to support you in your studies throughout your time on the ICT Cadet Programme. It will be here that you go with timetable queries, to hand in your coursework, to collect letters you may need, and to ask any questions about your studies.

You should also contact the Course Office in relation to the following issues:

- Queries about your timetable or the block that you are registered for;
- **If your ID card is not working;**
- Submit a claim for mitigating circumstances or get advice about examination arrangements;
- Help you contact the course leader;
- Advice on the consequences of withdrawing.

The Course Office will also contact you if you are missing classes or not submitting work on time.

The Course Office can also be contacted by phone or email – see www.gateantigua.ag/cadets/course-office

When contacting the Course Office, please always quote your student number as it enables staff to access your information quickly and so respond to your query.

4.2 Course Leader

The Course Leader is the main contact for personal academic advice, and is also responsible for the day-to-day organisation of the course and liaising with course lecturers and administrative staff.

They can be a source of valuable advice for other matters also and should be your first port of call if problems arise. They are able to:

- provide you with academic advice on all aspects of your studies and progress
- explain the implications of assessment results and associated feedback on your academic performance
- advise you on managing and planning your studies;

4.3 Lecturers

Lecturers are members of academic staff who lead the blocks contributing to your programme of study and are key to your learning experience. They should be your first port of call for advice on any topics you do not understand following a lecture.

4.4 Mentorship Programme

The Mentorship programme is designed to provide cadets with advice on various issues:

- personal and emotional issues

for reassessment and may be required to leave the course.

For further information access: <http://www.gateantigua.ag/cadets/mitigation>

If you think you are likely to need to make a claim under these procedures you are advised to contact the Course Leader in advance of the due date.

Claims of mitigating circumstances must be submitted to the Course Leader on the appropriate form, attaching independent supporting evidence of the particular circumstances that affected your studies. Forms should be printed from: www.gateantigua.ag/cadets/mitigation

The deadlines for the submission of claims are published at: www.gateantigua.ag/cadets/deadline-dates

Prior to submitting a claim for Mitigating Circumstances you are strongly advised to familiarise yourself with the Mitigating Circumstances Criteria which can be found at:

www.gateantigua.ag/cadets/academic-regulations

5.7 Action in the event of failure to pass a block

Reassessment

A student who attempts the final component of assessment in a Block shall normally be entitled to be reassessed on one occasion in any

You should aim to hand in your coursework prior to the deadline date and not wait until the last minute. Late submission of coursework will be penalised.

5.5 Examination Timetable

You will normally be provided with an examination timetable at least two weeks before the start of exams and this will be available online near the beginning of the examination period at: www.gateantigua.ag/cadets/exams

Examinations will be held towards the end of the course.

5.6 Mitigating circumstances

Students who are unable to attend an examination must contact the Course Office on or before the date of the exam. A claim should also be made under the procedures for Mitigating Circumstances which, if accepted, will result in an opportunity to redo the exam without penalty in the summer period. Students who are unable to submit coursework by the due date should also make a claim under the mitigating circumstances process but are also expected, where possible, to submit the assignment within two weeks of the due date with an explanation of the reasons for lateness.

Students who do not submit assessment and do not notify the GATE programme co-ordinators of the reasons for this in advance will not be eligible

- career choices
- employment and CV advice

Onward development in these areas will guide cadets on decisions of what to do after the course.

4.5 Placements

Some students may be provided with the opportunity to progress into full-time jobs directly after the course. Successful candidates will be notified before the end of the course.

5. MARKING AND ASSESSMENT

5.1 Academic Regulations

The academic regulations govern course assessments and full details can be found online at: www.gateantigua.ag/cadets/academic-regulations

5.2 Marking and Grades

The ICT Cadet Programme provides you with marks and grades for the work that you submit for assessment. The detailed requirements of your assessment in each Block are specified by your instructor. Each component of assessed work is assigned a percentage mark with a pass/fail grade.

Awards are obtained according to the overall average mark obtained for all blocks, with classification thresholds for each grade of award as follows:

80% and above Pass with Distinction

70% - 79.99% Pass with Merit

60% - 69.99% Pass

0% - 59.99% Fail

At the end of the course, Block results and awards are confirmed by Assessment Boards. Assessment Boards uphold the academic standards of your course and ensure that each cadet is treated fairly and equally through the assessment process.

5.3 Your responsibilities concerning Assessments

You have a responsibility to ensure that all coursework assessments are completed in accordance with the published deadlines and that all examinations are attended in accordance with the published timetable. While there are opportunities to be re-assessed in assignments and examinations you should be aware that, under GATE's Academic Regulations, if you pass the block on reassessment your overall block mark will be capped at the bare pass mark level of 60%.

You are also responsible for ensuring that all work submitted is your own and that it is appropriately referenced. The ICT Cadet Programme does not tolerate cheating of any kind. You are strongly advised to familiarise yourself with the Academic Misconduct Procedures (refer to the Index for details of how these can be accessed).

5.4 Submission of coursework

Submission of coursework is done via the Course office. When handing in coursework you must affix a coursework submission form securely to your work. You can find the coursework submission form online at: www.gateantigua.ag/cadets/coursework

Please fill in the form online and then print and sign the form.