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Unit 3: Basic ICT Costing & Budget Awareness

Week 1 (In-person) | Module 1

WHAT THIS UNIT IS ABOUT

Understanding the common cost components of school ICT — devices, connectivity, maintenance, and training — and what school budgets can realistically accommodate.

KEY CONCEPTS TO ENGAGE WITH

Two columns every school leader must understand: upfront costs and recurring costs.

Upfront costs: devices, installation, initial software licences, initial training, infrastructure upgrades.

Recurring costs: internet subscriptions, maintenance contracts, software renewals, replacement devices, ongoing teacher development. These are what schools consistently underestimate.

Total Cost of Ownership (TCO) is the full 3-year cost of a digital initiative — not just what you pay in Year 1.

A budget that only shows Year 1 is not a budget. It is an entry cost disguised as a plan.

ASSIGNMENT BRIEF

ASSIGNMENT DETAILS

Output: Make a simple ICT cost estimate for one digital initiative in your school, showing upfront and recurring costs

1. Choose one specific digital initiative you are considering or have already started
2. List all upfront costs in Column 1 (one-time purchases and setup)
3. List all recurring costs in Column 2 (annual or per-term costs to sustain the initiative)
4. Total each column and note which costs you are uncertain about
5. Identify at least one cost you had not considered before completing this unit

GRADING CRITERIA

Grade	What Your Submission Should Demonstrate
Pass	Costs are listed in two columns, though some recurring costs may be missing or underestimated
Merit	Upfront and recurring costs are clearly separated, justified, and include commonly overlooked items such as maintenance and renewal
Distinction	Cost trade-offs are articulated — you demonstrate that you understand what you are choosing to prioritise and what you are choosing not to fund, and why

• PEER-LEARNING SESSION PROMPT

Share your cost estimate with your group. Ask each other: 'What is missing from this list?' and 'Which cost would be hardest to sustain in Year 2 — and what would you do about it?'

★ CAPSTONE CONNECTION

Your cost estimate feeds the financing section of Digital School Strategy Section 1 and is developed further in Module 2.