

## What will be covered in each class / session?

### Learning Schedule

This learning schedule is a guide only and is intended to assist you in successfully completing this program of study. It provides information about the activities you are required to complete in association with your teacher/trainer (guided delivery) as well as activities to be completed in your own time and the suggested timeframes.

Additional support is available to help you achieve your learning goals. Speak to your teacher or a Student Services/Learning Support team member.

Week	Topic Covered / Content	Teacher Directed Activities	Self-Directed Activities	Assessment Due
Week 1	Unit learning content	Learning content review Policies and Procedures 2 x Activities Topic summary and review Legislation, Standards, and Policies Privacy Act 2 x Topic summary and review	Read the following sections in the content "ICTICT532 Apply IP, ethics, and privacy in ICT environments", this includes are sub-sections and links where applicable: Policies and Procedures Legislation, Standards, and Policies Privacy Act	
Week 2	Unit learning content	Learning content review Legislation, Standards, and Policies Copyright Topic summary and review Intellectual Property Topic summary and review Data 2 x Topic summary and review	Read the following sections in the content "ICTICT532 Apply IP, ethics, and privacy in ICT environments", this includes are sub-sections and links where applicable: Legislation, Standards, and Policies Copyright Intellectual Property Data	

Week 3	Unit learning content	Learning content review Data Activity	Read the following sections in the content "ICTICT532 Apply IP, ethics, and privacy in ICT environments", this includes are sub-sections and links where applicable:	
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		3 x Topic summary and review Ethics in the Workplace Topic summary and review	Data Ethics in the Workplace	
Week 4	Assessment Task 1	Assessment review session AT1	<b>Refer to document -</b> <b>ICTICT532_AT1_W_TQOL_v2.docx</b> PART 1.1, 1.2, 1.3 & 1.4	
Week 5	Assessment Task 1		<b>Refer to document -</b> <b>ICTICT532_AT1_W_TQOL_v2.docx</b> PART 2.1 & 2.2, 2.3 & 2.4	AT1 – Written Due
Week 6	Assessment Task 2	Assessment review session AT2 “The General Process” “The Meeting”	<b>Refer to document -</b> <b>ICTICT532_AT2_PE_TQOL_v2.docx</b>  <b>Video / Audio Requirements</b> 1.1, 1.2, 1.3 & 1.4	
Week 7	Assessment Task 2		<b>Refer to document -</b> <b>ICTICT532_AT2_PE_TQOL_v2.docx</b>  <b>Conducting the meeting</b> 1.1, 1.2, 1.3, 1.4, 1.5, 1.6 & 1.7	
Week 8	Assessment Task 2			AT2 – Portfolio Due
Week 9	Re-submissions			
Week 10	Re-submissions			