What will be covered in each class / session?
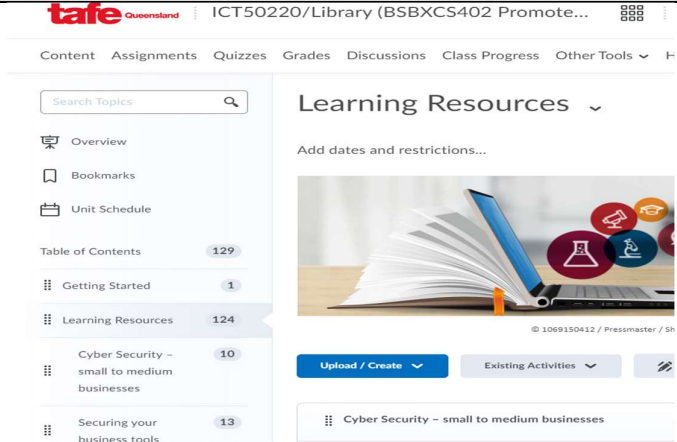
Learning Schedule

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. Anytime you require further study support, please:

- Contact your unit teacher.
- Access **Studiosity** – 24hr online study help (access this through your Connect Page, underneath the Calendar Widget.)
- Call **1300 308 233** and ask for student support
- Visit student support on the **TAFE QLD Website** at https://tafeqld.edu.au/current-students/student-support-services/index.html?
- Visit your local campus – find the details on the TAFE QLD website
- Visit the Learning Skills Centre at https://spark.adobe.com/page/DLNX9aKrhIuI1/

Week / Session	Topic Covered / Content	Teacher Directed Activities	Self-Directed Activities
1	Connect Overview	**Getting Started** o My Teacher (knowing your teacher) o Unit Study Guide (timeframe and outline of the assessments) **News** o Announcement (posted in Connect by your teacher) o Communication o Ticking your notification boxes	Navigate yourself around Connect and get familiar with the Learning Environment Access the unit Content under "Learning Resources"

Week / Session	Topic Covered / Content	Teacher Directed Activities	Self-Directed Activities
		Learning Resources ○ e-learning resources Overview of the whole unit and the effects on the Australian society.	 Read the content "BSBXCS402 Promote workplace cyber security awareness and best practices"
2	Cyber Security - Small to Medium Businesses Securing your business tools.	Read the following sections in the content "BSBXCS402 Promote workplace cyber security awareness and best practices", this includes are sub-sections and links where applicable: Cyber Security - Small to Medium Businesses Securing your business tools.	Check out the Australian Cyber Security Centre web site for the latest ACSC cyber security advice, specifically tailored for small businesses For more information view or download the Australian Government publication Small Business, Cyber Security Guide
3	Getting a business back up and running Cyber Security - Large Organisations	Read the following sections in the content "BSBXCS402 Promote workplace cyber security awareness and best practices", this includes are sub-sections and links where applicable: Getting a business back up and running	Cyber security for business Please complete the question(s)

Week / Session	Topic Covered / Content	Teacher Directed Activities	Self-Directed Activities
		Cyber Security - Large Organisations	

4	Legislation, Standards and Policies Company Policies	Read the following sections in the content "BSBXCS402 Promote workplace cyber security awareness and best practices", this includes are sub-sections and links where applicable: Legislation, Standards and Policies Company Policies	Visit the Rights and Responsibilities page on the Office of the Australian Information Commissioner for detailed answers to the following questions: Who has rights under the Privacy Act? Who has responsibilities under the Privacy Act? What is an organisation? What small businesses are covered? Who does not have responsibilities under the Privacy Act? Visit the **Small Business** page on the OAIC website(this is an external link and opens in a new window) and read about the following topics: • the obligations of a small business covered by the Privacy Act • whether or not a small business must comply with the Privacy Act. • What happens if your business breaches the Privacy Act? Please visit the following links to learn more about data breach processes and procedures What is a notifiable data breach?(this is an external link and opens in a new window) Data breach response(this is an external link and opens in a new window) Exceptions to data breach notification(this is an external link and opens in a new window)

			Civil penalties for data breaches(this is an external link and opens in a new window)
5	Sending & Receiving Sensitive Data	Read the following sections in the content "BSBXCS402 Promote workplace cyber security awareness and best practices", this includes are sub-sections and links where applicable: Data	Visit this page for detailed information about undertaking a Privacy Impact Assessment Visit this page to find out more about handling and protecting the security of personal information
6	File Location Data Integrity & Authorised Access	Read the following sections in the content "BSBXCS402 Promote workplace cyber security awareness and best practices", this includes are sub-sections and links where applicable: File Location Data Integrity & Authorised Access	Activity - List the different types of storage devices you use for your own data and compare your list with your fellow colleagues.
7	Destroying Data Privacy Impact Assessment	Read the following sections in the content "BSBXCS402 Promote workplace cyber security awareness and best practices", this includes are sub-sections and links where applicable: Destroying Data Privacy Impact Assessment	Visit this web page for detailed information about government agency destruction and disposal of data (this is an external link and opens in a new window). Destruction of government agency records must also be recorded. Visit this link to learn more about documenting the destruction of records(this is an external link and opens in a new window) For detailed information see Chapter 11: APP 11 — Security of personal information(this is an external link and opens in a new window)

			Also, for information about media sanitisation and/or destruction, see the ACSC page Guidelines for media
			Familiarise yourself with Uptown IT files, especially policies and procedures.
Week 7	**Assessment 1**	Complete Assessment 1	Complete **Assessment 1** and submit for marking by the assessment due date.
Week 8	Assessments 2	Commence working on Assessment 2	Start working on Assessment 2
Week 9	**Assessments 2**	Complete Assessment 2	**Upload Assessments 2 to Connect** by the assessment due date.
Week 10	Assessment Marking Week	Teachers to mark the assessments and request for resubmissions if required	Finalise Assessment 2 resubmission (if required)
Week 11	Resubmissions for Assessment 1 and 2 if required		
Week 12	Teachers to mark the resubmission and provide feedback.		