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| --- | --- | --- | --- | --- | --- |
| Student Name |  | | Student Number | |  |
| Unit Code/s & Name/s | ICTICT532 Apply IP, ethics, and privacy in ICT environments | | | | |
| Cluster Name  *If applicable* | N/A | | | | |
| Assessment Type | Assignment  Project  Case Study  Portfolio  Third Party Report (Workplace)  Third Party Report (Peer)  Other | | | | |
| Assessment Name | Developing Policies | | Assessment Task No. | | 1 of 2 |
| Assessment Due Date |  | | Date Submitted | | / / |
| **Assessor Feedback:** | | | | | |
| **Attempt 1** | Satisfactory | Unsatisfactory | | Date | / / |
| Assessor Name |  | | Assessor Signature | |  |
| **Student provided with feedback and reassessment arrangements**  *(check box when completed)* | | | Date scheduled for reassessment | | / / |
| **Attempt 2** | Satisfactory | Unsatisfactory | | Date | / / |
| Assessor Name |  | | Assessor Signature | |  |
| Note to Assessor: Please record below any reasonable adjustment that has occurred during this assessment e.g. written assessment given orally. | | | | | |
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| Assessment Criteria / Benchmarks  ***The evidence submitted demonstrates that the student has satisfactorily:*** | Attempt 1 | | Attempt 2 | |
| **Date**  \_\_/\_\_/\_\_ | | **Date**  \_\_/\_\_/\_\_ | |
| Y | N | Y | N |
| **PART 1** |  |  |  |  |
| 1. Analysed the client’s Code of Conduct document and identified three (3) flaws, issues, or missing information, identify one (1) from each policy area. |  |  |  |  |
| 1. Employee incident No. 1 |  |  |  |  |
| 1. Identified possible issues against organisations workplace practices |  |  |  |  |
| 1. Reviewed current privacy policy and recommended changes to be compliant with industry standards |  |  |  |  |
| 1. Employee incident No. 2 |  |  |  |  |
| 1. Identified possible issues against organisations workplace practices |  |  |  |  |
| 1. Reviewed current code of conduct in regard to ethics and recommended changes to be compliant with industry standards |  |  |  |  |
| 1. Identified industry standard for: 2. Privacy 3. Copyright and IP 4. Code of Ethics   And incorporate these into the updated policy and procedure documents |  |  |  |  |
| **PART 2** |  |  |  |  |
| 1. Developed staff and stakeholders’ distribution and communications procedure for new and updated policy and procedure documents |  |  |  |  |
| 1. Developed implementation method for new and upgraded policy and procedure documents to organisation requirements |  |  |  |  |
| 1. Developed procedure for testing of integrity, confidentiality, security, and availability of information in line with industry standards and organisation policies and procedures |  |  |  |  |
| 1. Develop method to obtain sign-off from required personnel |  |  |  |  |