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| Qualification Code and Name | ICT50220 Diploma of Information Technology |
| Unit Code and Name | ICTICT532 Apply IP, ethics, and privacy in ICT environments |
| Teacher’s Name | Please refer to the Teacher details page in Connect |
| Teacher’s Email |
| Consultation Details |
| Study period | Refer to TAFE QLD Online Intake dates |

## What will I learn?

This unit describes the skills and knowledge required to maintain professional and ethical conduct, as well as to ensure that personal information of stakeholders is handled in a confidential and professional manner when dealing with stakeholders in an Information and Communications Technology (ICT) environment.

It applies to ICT personnel who are required to gather information to determine the organisation’s code of ethics and protect and maintain privacy policies and system security.

## Are there any special requirements?

* A computer system installed with a current desktop operating system with appropriate internet browser, and office suite able to save in Microsoft Word .docx format
* Internet access
* Uptown IT documentation, located in the course hub in Connect

## Where can I get more information?

For further information on your qualification, accredited course or Unit/s of Competency, please go to:

<https://training.gov.au/Training/Details/ICTICT532>

## What do I need to do to be successful?

You are required to satisfactorily complete all assessments listed in the table below to be receive a ‘Competency Achieved’ result for the Unit(s) of Competency. You are responsible for complying with TAFE Queensland’s assessment rules and complete assessment tasks honestly. You need to follow all assessment instructions, including submission details and retain a copy of all assessment items. You must submit assessment on or by the due date, unless an extension has been granted. Failure to submit or complete assessment on or by the due date will result in a “did not submit/sit” (DNS) being recorded (unless there are exceptional circumstances) and you will have five (5) days to submit your second and final attempt. Refer to the [TAFE Queensland Student Rules](https://tafeqld.edu.au/about/policy-and-governance/student-rules-and-policies) for details.

| Assessment Task | Assessment Type and Name | Due Date | Related Unit/s of Competency |
| --- | --- | --- | --- |
| AT1 | Developing Policies - Written | Week 5 | ICTICT532 |
| AT2 | Create a Grievance Policy - Portfolio of Evidence | Week 8 | ICTICT532 |

**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 |  |

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| Week 3 | Unit learning content | Learning content review  Data  Activity  3 x Topic summary and review  Ethics in the Workplace  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:  Data  Ethics in the Workplace |  |
| Week 4 | Assessment Task 1 | Assessment review session  AT1 | **Refer to document - ICTICT532\_AT1\_W\_TQOL\_v2.docx**  PART 1.1, 1.2, 1.3 & 1.4 |  |
| Week 5 | Assessment  Task 1 |  | **Refer to document - ICTICT532\_AT1\_W\_TQOL\_v2.docx** 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” | **Refer to document - ICTICT532\_AT2\_PE\_TQOL\_v2.docx**  **Video / Audio Requirements**  1.1, 1.2, 1.3 & 1.4 |  |
| Week 7 | Assessment  Task 2 |  | **Refer to document - ICTICT532\_AT2\_PE\_TQOL\_v2.docx**  **Conducting the meeting**  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 |  |  |  |