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| Student Name | |  | Student Number |  | |
| Unit Code/s & Name/s | | BSBXCS402 Promote workplace cyber security awareness and best practices | | | |
| Cluster Name  *If applicable* | | N/A | | | |
| Assessment Type | | Case Study  Assignment  Project  Other *(specify)* | | | |
| Assessment Name | | Cyber Security Knowledge | Assessment Task No. | | 1 of 2 |
| Assessment Due Date | |  | Date Submitted | / / | |
| Assessor Name | |  | | | |
| **Student Declaration:** I declare that this assessment is my own work. Any ideas and comments made by other people have been acknowledged as references. I understand that if this statement is found to be false, it will be regarded as misconduct and will be subject to disciplinary action as outlined in the TAFE Queensland Student Rules. I understand that by emailing or submitting this assessment electronically, I agree to this Declaration in lieu of a written signature. | | | | | |
| Student Signature |  | | Date | / / | |
| **PRIVACY DISCLAIMER:** TAFE Queensland is collecting your personal information for assessment purposes. The information will only be accessed by authorised employees of TAFE Queensland. Some of this information may be given to the Australian Skills Quality Authority (ASQA) or its successor and/or TAFE Queensland for audit and/or reporting purposes. Your information will not be given to any other person or agency unless you have given us written permission or we are required by law. | | | | | |

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| Instructions to Student | **General Instructions:**  This written assessment contains two (2) parts:   * Part 1 - Legislation compliance * Part 2 - Data storage and use   The answers required for these tasks shall be written in plain English, using language that is understandable by a person of a technical level suitable for the case study.  The answers required for this set of activities in this assessment require detailed replies. This means you need to explain your answer.  An example would be a question asking, “what is the best office environment operating system you would recommend”.  If you answer just “Windows 10” it would be marked as unsatisfactory. You would answer it as “Microsoft Windows 10 Pro, then followed by an explanation as to why”.  **Materials to be supplied:**  For the student to successfully complete this assessment they will need to acquire:   * 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     **Work, Health and Safety:**  TAFE Queensland student rules are designed to ensure that learners are aware of their rights as well as their responsibilities. All learners are encouraged to familiarise themselves with the TAFE Queensland student rules, specifically as they relate to progress of study and assessment guidelines.  Student rules: <http://tafeqld.edu.au/current-students/student-rules/> |

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|  | **Assessment Criteria:**  To achieve a satisfactory result, your assessor will be looking for your ability to demonstrate the following key skills/tasks/knowledge to an acceptable industry standard:   * Knowledge legislation and data policies in regard to policies and procedures * Understanding of the policies and procedures for data storage, sharing and acceptable use. * Understanding of the policies and procedures for the storage and labelling of media.   **Number of Attempts:**  You will receive up to two (2) attempts at this assessment task. Should your 1st attempt be unsatisfactory (U), your teacher will provide feedback and discuss the relevant sections / questions with you and will arrange a due date for the submission of your 2nd attempt. If your 2nd submission is unsatisfactory (U), or you fail to submit a 2nd attempt, you will receive an overall unsatisfactory result for this assessment task. Only one re-assessment attempt may be granted for each assessment task.  ***For more information, refer to the Student Rules.*** |
| Submission details | **Due:** Week 10 as per the Unit Study Guide  Insert your details on page 1 and sign the Student Declaration. Include this form with your submission.  Submit the listed files below as per the instructions in the Connect online learning system stated on the Assessment Task 1 page.  You are to submit two (2) files:   1. BSBXCS402\_AT1\_Part1\_yourName.docx 2. BSBXCS402\_AT1\_Part2\_yourName.docx   TAFE Queensland Learning Management System: Connect url: [*https://connect.tafeqld.edu.au/d2l/login*](https://connect.tafeqld.edu.au/d2l/login)   * Username; 9 digit student number * For Password: Reset password go to [*https://passwordreset.tafeqld.edu.au/default.aspx*](https://passwordreset.tafeqld.edu.au/default.aspx) |

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| Instructions for the Assessor | **Student will require:**   * Computer applications currently used in industry * Support resources, including online, manuals and training booklets * A computer system with a suitable current OS and access to the internet   **Work, Health and Safety:**  TAFE Queensland student rules are designed to ensure that learners are aware of their rights as well as their responsibilities. All learners are encouraged to familiarise themselves with the TAFE Queensland student rules, specifically as they relate to progress of study and assessment guidelines.  Student rules: <http://tafeqld.edu.au/current-students/student-rules/>  **Level of Assistance:**  Teachers and tutors should be available in class, and accessible by email for students working from home. Staff cannot directly show students answers but guide them to where to go to complete tasks individually. The teacher will make reasonable adjustment for students, as and when appropriate, after consultation with the Disability and Counselling team.  **Assessment Criteria:**  See Marking Criteria on Connect  Assessors of this unit must satisfy the requirements for assessors in applicable vocational education and training legislation, frameworks and/or standards.  Assessors of this unit must satisfy the requirements for assessors in applicable vocational education and training legislation, frameworks and/or standards. |
| Note to Student | An overview of all Assessment Tasks relevant to this unit is located in the Unit Study Guide. |

## Assessment Task 1

This assessment is in two (2) parts:

1. Access current Uptown IT policies and procedures and check for accuracy and currency in regard to legislation and data policies and procedures
2. Access current Uptown IT policies and procedures and check for accuracy and currency in relation to storage and use of data

**PART 1**

For the first part of this assessment, you will need to:

* access **government legislation that relates to Data protection**

• access the Uptown IT policies and procedures

1. Legislation in regard to:

State the legislation and the sections in the legislation that covers these topics

1. Data protection
2. Implications of Notifiable Data Breach
3. Data and personal information
4. Policies and procedures relating to data

Review the Uptown ICT policies and procedures, and check:

* If the topics given below are included in the Uptown policy document. If it is included in the Uptown policy, you need to give detailed information as it is in the policy
* check whether the correct reference to the Government legislation is given
* If the topics listed below are not covered in the policy document, you will need:
* to refer to the relevant government legislation, and
* create the wording that will need to be included in the policy document.
* create a document for the above and save your document as

**Topics**

1. Classification and **how Uptown manages its data**
2. Encryptions, and give **procedures for the user on how to encrypt.**
3. Governance
4. Acceptable use

**Create a document for the above and save your document as BSBXCS402\_AT1\_Part1\_yourname.docx.**

**PART 2**

For this part of this assessment, you will need to:

* access and review the **Uptown IT policies and procedures on storage of Data**
* access **government legislation that relates to Data protection/storage**

Review the Uptown ICT policies, and procedures, and check:

* if the topics given below are included in the policy document. If it is included in the Uptown policy, you need to give detailed information.
* check whether the correct reference to the Government legislation is given
* If the topics listed below are not covered in the policy document, you will need:
* to refer to the relevant government legislation, and
* create the wording that will need to be included in the policy document.

1. Policies and procedures relating to the network:
2. Secure storage of data
3. Sharing, and managing and controlling information
4. Acceptable use
5. Bring your own device
6. Policies and procedures relating to the media:
7. Storage
8. Labelling

Create a document for the above and save your document as **BSBXCS402\_AT1\_Part2\_yourname.docx.**

**Submission checklist:**

You are to submit the following two (2) files:

1. BSBXCS402\_AT1\_Part1\_yourName.docx
2. BSBXCS402\_AT1\_Part2\_yourName.docx