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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 | Assignment  Project  Case Study  Portfolio  Third Party Report (Workplace)  Third Party Report (Peer)  Other | | | | |
| Assessment Name | Cyber Security Knowledge | | 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. Identified components of existing organisation’s policies and procedures document for legislation to be included or updating in regard to awareness and practices for: | | | | |
| 1. Data protection |  |  |  |  |
| 1. Implications of notifiable data breach |  |  |  |  |
| 1. Data and personal information |  |  |  |  |
| 1. Identified components of existing organisation’s policies and procedures document relating to data for: | | | | |
| 1. Classification and how it is managed |  |  |  |  |
| 1. Encryptions, and procedures for the user |  |  |  |  |
| 1. Governance |  |  |  |  |
| 1. Acceptable use |  |  |  |  |
| PART 2 | | | | |
| 1. Identified components of existing organisation’s policies and procedures document relating to the network: | | | | |
| 1. Secure storage of data |  |  |  |  |
| 1. Sharing, and managing and controlling information |  |  |  |  |
| 1. Acceptable use |  |  |  |  |
| 1. Bring your own device |  |  |  |  |
| 1. Identified components of existing organisation’s policies and procedures document relating to the media: | | | | |
| 1. Storage |  |  |  |  |
| 1. Labelling |  |  |  |  |