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| Qualification Code and Name | ICT50220 Diploma of Information Technology  BSB50520 Diploma of Library and Information Services |
| Unit Code and Name | BSBXCS402 Promote workplace cyber security awareness and best practices |
| Teacher’s Name | Anita Deo |
| Teacher’s Email | Anita.deo@tafeqld.edu.au |
| Consultation Details | Contact via phone – 54571386; email; Discussion forum/Chat- CONNECT |
| Study period | Online - As per TQOL enrolment |

## What will I learn?

This unit describes the skills and knowledge required to promote cyber security in a work area.

It applies to those working in a broad range of industries who as part of their job role support policies, procedures and practice within an organisation that promote cyber 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 365 format
* Internet access
* Access to microphone to record an audio file
* 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/BSBXCS402>

## 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 for details.

| Assessment Task | Assessment Type and Name | Due Date |
| --- | --- | --- |
| AT1 | Cyber Security Knowledge - Written | Week 7 |
| AT2 | Cyber Security Policy - Portfolio of Evidence | Week 9 |

**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](https://tafeqld.edu.au/contact/index.html?)
* 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**   * My Teacher  (knowing your teacher) * Unit Study Guide (timeframe and outline of the assessments)   **News**   * Announcement (posted in Connect by your teacher) * Communication * Ticking your notification boxes   **Learning Resources**   * e-learning resources   Overview of the whole unit and the effects on the Australian society. | Navigate yourself around Connect and get familiar with the Learning Environment  Access the unit Content under “Learning Resources”    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](https://www.cyber.gov.au/)  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 - Large Organisations | Cyber security for business  Please complete the question(s) |

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| 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](https://www.oaic.gov.au/privacy/the-privacy-act/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)](https://www.oaic.gov.au/privacy/privacy-for-organisations/small-business) 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)](https://www.oaic.gov.au/privacy/data-breaches/what-is-a-data-breach)  [Data breach response(this is an external link and opens in a new window)](https://www.oaic.gov.au/privacy/guidance-and-advice/data-breach-preparation-and-response)  [Exceptions to data breach notification(this is an external link and opens in a new window)](https://www.oaic.gov.au/privacy/guidance-and-advice/data-breach-preparation-and-response/part-4-notifiable-data-breach-ndb-scheme#exceptions-to-notification-obligations)  [Civil penalties for data breaches(this is an external link and opens in a new window)](https://www.oaic.gov.au/about-us/our-regulatory-approach/guide-to-privacy-regulatory-action/chapter-6-civil-penalties) |
| 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](https://www.oic.qld.gov.au/guidelines/for-government/guidelines-privacy-principles/privacy-compliance/overview-privacy-impact-assessment-process/undertaking-a-privacy-impact-assessment)  Visit this page to find out more about [handling and protecting the security of personal information](https://www.oaic.gov.au/privacy/guidance-and-advice/guide-to-securing-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)](https://www.forgov.qld.gov.au/information-and-communication-technology/recordkeeping-and-information-management/recordkeeping/retention-disposal-and-destruction-of-records/how-to-destroy-records).  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)](https://www.forgov.qld.gov.au/information-and-communication-technology/recordkeeping-and-information-management/recordkeeping/retention-disposal-and-destruction-of-records/how-to-destroy-records)  For detailed information see [Chapter 11: APP 11 — Security of personal information(this is an external link and opens in a new window)](https://www.oaic.gov.au/privacy/australian-privacy-principles-guidelines/chapter-11-app-11-security-of-personal-information)  Also, for information about media sanitisation and/or destruction, see the ACSC page [Guidelines for media](https://www.cyber.gov.au/acsc/view-all-content/advice/guidelines-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. | | | | | |