



## Learning and assessment plan

This training and assessment plan outlines how this unit or cluster of units will be delivered and assessed. The schedule of learning topics, assessments and the due date for assessments is included.

<b>Qualification national code and title</b>	ICT40120 Certificate IV in Information Technology (Data Science and AI, Games and Intelligent Systems, Networking, Web Development)		
<b>Delivery period</b>	Semester: 1	Year: 2026	Stage: 1
<b>Cluster name (if applicable)</b>	n/a		

National code	Name of unit		
ICTICT451	Comply with IP, ethics and privacy policies in ICT environments		
You can access the full unit/s of competency here: <a href="https://training.gov.au/Training/Details/ICTICT451">https://training.gov.au/Training/Details/ICTICT451</a>			
Delivery location	Online, East Perth, Joondalup (Kendrew), Perth.		
Mode of delivery	<input type="checkbox"/> Face to Face <input checked="" type="checkbox"/> Flexible/Online <input type="checkbox"/> Work Placement	<input type="checkbox"/> Blended <input type="checkbox"/> Third Party	

<b>Student learning resources, text, equipment (required/optional)</b>
Student to supply: Personal computer, internet connection.
College to supply: Office 365, Blackboard student resources, Blackboard Collaborate, Appropriate PDF software i.e., Adobe PDF.



## Learning and assessment plan

Lecturer Name:	Phone:	Email:	Contact times	Campus / Room
See Blackboard Staff contacts for your lecturers' details.				

### Assessment summary

Assessment task	Title and brief description	Due date	Assessment hours
Assessment task 1	<b>Assessment 1 (AT1): Knowledge (theory) Assessment.</b> This is an open book theory assessment, whereby you will be required to answer questions relating to the knowledge component of this unit.	Session 5	2 hours
Assessment task 2	<b>Assessment 2 (AT2): Case Study Assessment.</b> This is a practical assessment that will be conducted in a simulated environment, reflective of a real workplace, including time constraints.	Session 10	2 hours
Assessment task 3	<b>Assessment 2 (AT3): Project Assessment.</b> This project-based practical assessment comprising of three activities that will be conducted in a simulated environment, reflective of a real workplace, including oral communication and time constraints.	<b>Activity 1:</b> Session 14 <b>Activity 2:</b> Session 16 <b>Activity 3:</b> Session 18	6 hours



## Learning and assessment plan

**You will receive more detailed instructions on each assessment task from your lecturer.**

The regular learning requirements to develop the skills and knowledge for this unit are outlined below. Please refer to your timetable for session times.

**Please note:** This plan is to be used as a guide and may be adapted to meet the needs of students. You will be notified of changes as they occur.

**\*\*Your training will include structured in and out of class activities\* to be completed for this unit.**

Sessions		Element	Topic, learning and assessment activities	Learning resources	Structured out of class activities	
Session	Hrs				Activity	Hrs
1	2	1	<b>Introduction to the unit</b> <ul style="list-style-type: none"><li>• Introduction to unit topics</li><li>• Overview of session objectives</li><li>• Assessment Summary</li><li>• Establishing organisational requirements</li><li>• Intellectual property (IP)</li><li>• Copyright</li><li>• Patents</li><li>• Trademarks</li><li>• Organisational ethics</li></ul>	<ul style="list-style-type: none"><li>• PPT Presentation</li><li>• Bb Student Learner Guide</li><li>• Provided website links</li></ul>	<ul style="list-style-type: none"><li>• View website links</li><li>• <b>Class Activity Book: Q1.</b></li></ul>	1



## Learning and assessment plan

			<ul style="list-style-type: none"> <li>Legal and ethical considerations</li> <li>Summary of session</li> </ul>			
2	2	1 (1.1)	<b>Identifying IP, ethics and privacy issues</b> <ul style="list-style-type: none"> <li>Recap of last session and overview of session objectives</li> <li>Locating IP, ethics and privacy policy and procedures</li> <li>Accessing IP, ethics and privacy policy and procedures</li> <li>Legislation and standards</li> <li>Summary of session.</li> </ul>	<ul style="list-style-type: none"> <li>PPT Presentation</li> <li>Bb Student Learner Guide</li> <li>Provided website links</li> </ul>	<ul style="list-style-type: none"> <li>View website links</li> <li><b>Class Activity Book: Q2.</b></li> </ul>	1
3	2	1 (1.2)	<b>Accessing IP, ethics and privacy policies</b> <ul style="list-style-type: none"> <li>Recap of last session and overview of session objectives</li> <li>Understanding responsibilities</li> <li>Determining and accessing the policies and procedures</li> <li>Summary of session.</li> </ul>	<ul style="list-style-type: none"> <li>PPT Presentation</li> <li>Bb Student Learner Guide</li> <li>Provided website links</li> </ul>	<ul style="list-style-type: none"> <li>View website links</li> <li><b>Class Activity Book: Q3.</b></li> </ul>	1
4	2	1	<b>Your role in protecting IP, ethics and privacy</b>	<ul style="list-style-type: none"> <li>PPT Presentation</li> <li>Bb Student Learner Guide</li> </ul>	<ul style="list-style-type: none"> <li>View website links</li> <li><b>Class Activity Book: Q4.</b></li> </ul>	1



## Learning and assessment plan

		(1.3)	<ul style="list-style-type: none"> <li>Recap of last session and overview of session objectives</li> <li>Identifying your own role</li> <li>Observing and adhering to Intellectual property rights</li> <li>Procedures to avoid intellectual property and privacy infringement</li> <li>Summary of session.</li> </ul>	<ul style="list-style-type: none"> <li>Provided website links</li> </ul>		
5	2	1 (1.4)	<b>Supporting IP, ethics and privacy</b> <ul style="list-style-type: none"> <li>Recap of last session and overview of session objectives</li> <li>Providing support and advice to relevant personnel</li> <li>Summary of session.</li> </ul> <b>Assessment task 1: Knowledge Questions</b>	<ul style="list-style-type: none"> <li>PPT Presentation</li> <li>Bb Student Learner Guide</li> <li>Provided website links</li> </ul>	<ul style="list-style-type: none"> <li>View website links</li> <li><b>Class Activity Book: Q5.</b></li> </ul>	1
6	2	2 (2.1)	<b>Monitoring compliance</b> <ul style="list-style-type: none"> <li>Recap of last session and overview of session objectives</li> <li>Monitoring the required personnel</li> <li>Establishing ground rules</li> </ul>	<ul style="list-style-type: none"> <li>PPT Presentation</li> <li>Bb Student Learner Guide</li> <li>Provided website links</li> </ul>	<ul style="list-style-type: none"> <li>View website links</li> <li><b>Class Activity Book: Q6.</b></li> </ul>	1



## Learning and assessment plan

			<ul style="list-style-type: none"><li>Summary of session.</li></ul>			
7	2	2 (2.2)	<b>Evaluating IP, ethics and privacy policies</b> <ul style="list-style-type: none"><li>Recap of last session and overview of session objectives</li><li>Providing support and advice to relevant personnel</li><li>Summary of session.</li></ul>	<ul style="list-style-type: none"><li>PPT Presentation</li><li>Bb Student Learner Guide</li><li>Provided website links</li></ul>	<ul style="list-style-type: none"><li>View website links</li><li><b>Class Activity Book: Q7.</b></li></ul>	1
8	2	2 (2.3)	<b>Developing, implementing and maintaining IP policies</b> <ul style="list-style-type: none"><li>Recap of last session and overview of session objectives</li><li>Needs, requirements and opportunities</li><li>Development, research, consultation and evaluation</li><li>Summary of session.</li></ul>	<ul style="list-style-type: none"><li>PPT Presentation</li><li>Bb Student Learner Guide</li><li>Provided website links</li></ul>	<ul style="list-style-type: none"><li>View website links</li><li><b>Class Activity Book: Q8.</b></li></ul>	1
9	2	2 (2.4)	<b>Communicating risks and improvements</b> <ul style="list-style-type: none"><li>Recap of last session and overview of session objectives</li><li>Risk assessment and identification</li></ul>	<ul style="list-style-type: none"><li>PPT Presentation</li><li>Bb Student Learner Guide</li><li>Provided website links</li></ul>	<ul style="list-style-type: none"><li>View website links</li><li><b>Class Activity Book: Q9.</b></li></ul>	1



## Learning and assessment plan

			<ul style="list-style-type: none"> <li>Communicating potential risks and opportunities</li> <li>consultation and evaluation</li> <li>Summary of session.</li> </ul>			
10	2	3 (3.1)	<b>Contributing to risk assessment</b> <ul style="list-style-type: none"> <li>Recap of last session and overview of session objectives</li> <li>How to contribute to risk assessment</li> <li>Summary of session.</li> </ul> <b>Due: AT2 Case Study</b>	<ul style="list-style-type: none"> <li>PPT Presentation</li> <li>Bb Student Learner Guide</li> <li>Provided website links</li> </ul>	<ul style="list-style-type: none"> <li>View website links</li> <li><b>Class Activity Book: Q10.</b></li> </ul>	1
11	2	3 (3.2)	<b>Review and evaluate non-compliance</b> <ul style="list-style-type: none"> <li>Recap of last session and overview of session objectives</li> <li>Reviewing internal and external</li> <li>Non-compliance infringements</li> <li>Internal and external noncompliance</li> <li>Non-compliance issues</li> <li>Summary of session.</li> </ul>	<ul style="list-style-type: none"> <li>PPT Presentation</li> <li>Bb Student Learner Guide</li> <li>Provided website links</li> </ul>	<ul style="list-style-type: none"> <li>View website links</li> <li><b>Class Activity Book: Q11.</b></li> </ul>	1
12	2	3	<b>Contribute to recommendations</b>	<ul style="list-style-type: none"> <li>PPT Presentation</li> </ul>	<ul style="list-style-type: none"> <li>View website links</li> </ul>	1



## Learning and assessment plan

		(3.3)	<ul style="list-style-type: none"> <li>Recap of last session and overview of session objectives</li> <li>The principles to overcome noncompliance incidents</li> <li>Actions to rectify non-compliance</li> <li>Summary of session.</li> </ul>	<ul style="list-style-type: none"> <li>Bb Student Learner Guide</li> <li>Provided website links</li> </ul>	<ul style="list-style-type: none"> <li><b>Class Activity Book: Q12.</b></li> </ul>	
13	2	3 (3.4)	<b>Reporting risks and noncompliance</b> <ul style="list-style-type: none"> <li>Recap of last session and overview of session objectives</li> <li>Relevant authorities to report potential risks and noncompliance</li> <li>Summary of session.</li> </ul>	<ul style="list-style-type: none"> <li>PPT Presentation</li> <li>Bb Student Learner Guide</li> <li>Provided website links</li> </ul>	<ul style="list-style-type: none"> <li>View website links</li> </ul>	1
14	2	1 (1.1, 1.2, 1.3, 1.4)	Project work for AT3 Activity 1  <b>DUE: AT3 Activity 1</b>	<ul style="list-style-type: none"> <li>PPT Presentation</li> <li>Bb Student Learner Guide</li> <li>Provided website links</li> </ul>	Project work for AT3 Activity 1	1
15	2	2 (2.1, 2.2, 2.3, 2.4)	Project work for AT3 Activity 2	<ul style="list-style-type: none"> <li>PPT Presentation</li> <li>Bb Student Learner Guide</li> <li>Provided website links</li> </ul>	Project work for AT3 Activity 2	2





## Learning and assessment plan

16	2	2 (2.1, 2.2, 2.3, 2.4)	Project work for AT3 Activity 2 <b>DUE: AT3 Activity 2</b>	<ul style="list-style-type: none"><li>• PPT Presentation</li><li>• Bb Student Learner Guide</li><li>• Provided website links</li></ul>	Project work for AT3 Activity 2	2
17 – 18	4	3 (3.1, 3.2, 3.3, 3.4)	Project work for AT3 Activity 3 <b>DUE: AT3 Activity 3 (Session 18)</b>	<ul style="list-style-type: none"><li>• PPT Presentation</li><li>• Bb Student Learner Guide</li><li>• Provided website links</li></ul>	Project work for AT3 Activity 3	2
19 – 20	4	-	<b>Revision and final resubmits</b>	-	-	-
<b>Total Training Hours</b>	<b>40</b>	<b>Total hours out of class activities</b>				<b>20</b>
<b>Total amount of training for this unit:</b>						<b>60</b>
<b>Total amount of assessment for this unit:</b>						<b>10</b>

### Recognition of Prior Learning (RPL) / Credit

You may be eligible for Recognition of Prior Learning (RPL) / Credit towards your studies if you have relevant existing skills, knowledge, or formal qualifications. Please discuss available options with your lecturer.

### Reasonable Adjustment

Reasonable adjustments include any strategies or actions that enable a student with disability to participate in their classes, assessments, and practical activities, in a way that allows them to have equal opportunity to that of their peers in a reasonable way. The strategies align with the



## Learning and assessment plan

Disability Standards for Education 2005. If you require strategies to be put into place to assist and support your learning, please register with the Accessibility and Learning Support centre.

### Inclusive Practice

Inclusive practice in the training sector involves creating learning environments that respect and value diversity, promote equity, and ensure that all individuals have equal access to meaningful learning opportunities.

### Results and Appeals

As a student you may lodge an appeal against an academic result if you believe the assessment decision or process was unfair or incorrect. Appeals must be lodged within 20 working days from notification of the assessment result. Please see details under Academic Appeals on the NMTAFE website.

### Absences

If you are unable to attend any class or assessment session, you must inform your lecturer as soon as possible.

If you miss an assessment due to illness, please provide your lecturer with a medical certificate in order to negotiate an alternate time for the assessment.

### Plagiarism

Plagiarism is copying, paraphrasing, or summarising of work, in any form, including AI generated, without acknowledgement of sources, and presenting this as your own work. It is not acceptable to submit an assessment that is based on another person's work and claim it as your own. If you submit an assessment that is significantly or recognisably the same or similar in content as submitted by another student (current or past) you may have to submit another assessment.

### Authenticity

To ensure the authenticity of knowledge evidence not completed during face-to-face classes, the assessor will verify authenticity during in-person assessments or interactions.

### Assessment Resit/Resubmission

You shall be permitted to have two attempts to demonstrate competency against a unit of competency or cluster of units of competency.

To qualify for re-assessment:



## Learning and assessment plan

- you must have made a reasonable attempt to complete the assessment satisfactorily, and
- you must have submitted the original assessment by the due date, or
- you must have attended and participated in the original assessment event.

In the case of a re-assessment opportunity, your lecturer will give you a date for your second attempt. Should you achieve a Not Yet Satisfactory (NYS) result on the second attempt, you may need to re-enrol (R) in the unit.

Please note, in certain situations there may be limited reassessment options (such as one-off Performances and Exhibitions), which will be discussed with your assessor.