



Learning and Assessment Plan

This learning 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.

Qualification national code and title:	Diploma IT, Cyber and Networking
Delivery Period:	Semester 1, 2024
Cluster Name (if applicable)	n/a

National ID	Name of unit
ICTICT532	Apply IP, ethics and privacy policies in ICT environments
You can access the full unit/s of competency here: https://training.gov.au/Training/Details/ICTICT532	
Delivery Location/s (Campus/Room/Online):	Online delivery

Student Learning Resources, text, equipment (Required/Optional)				
Student to supply: <ul style="list-style-type: none">Personal computerInternet connection				
College to supply: <ul style="list-style-type: none">Office 365Blackboard student resourcesBlackboard CollaborateAppropriate PDF Software i.e., Adobe PDF				
Lecturer Name:	Phone:	Email:	Contact times	Campus / Room
Parvaneh Norouzy	n/a	parvaneh.norouzy@nmtafe.wa.edu.au	By appointment	Joondalup
Marcia Griffiths	n/a	marcia.griffiths@nmtafe.wa.edu.au	By appointment	Joondalup

Assessment Summary

Assessment	Title and brief description	Due Date
Assessment 1 (AT1)	Knowledge Questions (KQ)	Q1: Session 3 Q2: Session 7 Q3: Session 8
Assessment 2 (AT2)	Skills Activities (SA)	All activities (1,2,3): Session 9

You will receive more detailed instructions on each assessment 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.



Learning and Assessment Plan

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.

*Out of class activities may include (☑):

- | | |
|--|---|
| <input checked="" type="checkbox"/> lectures or tutorials, online tasks and forums | <input type="checkbox"/> workshop activities |
| <input checked="" type="checkbox"/> assessments (when integrated with learning) | <input checked="" type="checkbox"/> projects, assignments |
| <input type="checkbox"/> workplace experience | <input checked="" type="checkbox"/> prescribed follow-up activities |
| <input checked="" type="checkbox"/> prescribed reading and research | <input type="checkbox"/> other (please specify) |

Sessions (Hours)		Element number	Topic	Learning Resources*	Structured out of class activities*	
Session	Hrs				Activity	Hrs
1	2	1 (1.1)	Introduction to the unit <ul style="list-style-type: none"> Intellectual property (IP) legislation Copyright Patents Trademarks Organisational policy and procedures 	PPT Presentation, Bb Student Learner Guide and provided website links.	View website links Class Activity Book: Q1.	3
2	2	1 (1.2)	Organisational Policy and Industry Standards <ul style="list-style-type: none"> Identifying and documenting policies and procedures 	PPT Presentation, Bb Student Learner Guide and provided website links.	View website links Class Activity Book: Q2 & 3. Activity 1. KQ Q1: 1.1	3
3	2	1 (1.3)	Distributing Policy and Procedures <ul style="list-style-type: none"> Distributing new or revised policies and procedures to stakeholders according to organisational procedures. AT1 Knowledge Questions Due: Q1 (1.1 & 1.2) to be submitted to Blackboard. 	PPT Presentation, Bb Student Learner Guide and provided website links.	View website links Class Activity Book: Q4 & 5. KQ Q1: 1.2	3
4	2	2 (2.1)	Reviewing Privacy Policies <ul style="list-style-type: none"> Reviewing organisational privacy policy and procedures and; Determining compliance with industry standard requirements. 	PPT Presentation, Bb Student Learner Guide and provided website links.	View website links Class Activity Book:	3



Learning and Assessment Plan

					Q6 & 7.	
5	2	2 (2.2)	Ethics and Compliance <ul style="list-style-type: none"> Reviewing organisational code of ethics and; Determining compliance with industry standard requirements 	PPT Presentation, Bb Student Learner Guide and provided website links.	View website links Class Activity Book: Q8 & 9.	3
6	2	2 (2.3)	Ethical Work Practices and Feedback Mechanisms <ul style="list-style-type: none"> Reviewing ethical work practices and feedback and; Determining application of code according to organisational requirements. 	PPT Presentation, Bb Student Learner Guide and provided website links.	View website links Class Activity Book: Q10 & 11.	3
7	2	3 (3.1)	Updating Policies to Align Legislation <ul style="list-style-type: none"> Updating privacy policy and procedures and code of ethics to align with required privacy legislation. <p>AT1 Knowledge Questions Due:</p> <ul style="list-style-type: none"> Q2 (2.1, 2.2, 2.3 & 2.4) to be submitted to Blackboard. 	PPT Presentation, Bb Student Learner Guide and provided website links.	View website links Class Activity Book: Q12 & 13. KQ Q2: 2.1, 2.2, 2.3, 2.4	3
8	2	3 (3.2, 3.3, 3.4)	Implementing and Distributing New Policies <ul style="list-style-type: none"> Distributing revised policy, procedures and ethics to required personnel Implementing new work procedures and ethics according to organisational requirements and; Testing level of integrity, confidentiality, security and availability of information according to industry standards and organisational policies and procedures. <p>AT1 Knowledge Questions Due:</p> <p>Q3 (3.1 & 3.2) to be submitted to Blackboard.</p>	PPT Presentation, Bb Student Learner Guide and provided website links.	View website links Activity 3. Class Activity Book: Q14 & 15. KQ Q3: 3.1, 3.2	2



Learning and Assessment Plan

9	2	4 (4.1, 4.2, 4.3)	Testing, Reviewing Policies and Maintaining Ethics Code <ul style="list-style-type: none"> Establishing and documenting review and grievance procedures and submitting to required personnel and; Implementing new work procedures and ethics according to organisational requirements. AT2 Skill Activities Due: <ul style="list-style-type: none"> Activity 1, 2, 3 and 4 to be submitted to Blackboard. 	PPT Presentation, Bb Student Learner Guide and provided website links.	View website links Class Activity Book: Q16. SA Activities: 1, 2, 3, 4	2
10	2	3	Revision and final resubmits	-	-	-
Total Hours	20				Total hours out of class activities	25
Total amount of training for this unit: (sum of Session Hours + Out of Class Hours)						45

*Learning Resources - to enable learners to meet the requirements of this unit of competency or cluster.



Learning and Assessment Plan

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

We recognise that every student has different learning styles and needs. Please let your lecturer know if there is anything that may have an effect on your learning so they may be able to adjust your plan.

Results and Appeals

Students may lodge an appeal against an academic result. Appeals must be lodged within four weeks from notification of the assessment result. Please see details under Academic Appeals on the NMT 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 using another person's ideas and words without clearly acknowledging the source of the information. 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 recognizably the same or similar in content as submitted by another student (current or past) you may have to submit another assessment.

Assessment Resit/Resubmission

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

To qualify for re-assessment:

- 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 due date for your second attempt. Should you not achieve a Satisfactory result on the second attempt, you will need to re-enrol (R) in the unit.

Be aware, in certain situations there are limited reassessment options (such as one-off Performances and Exhibitions).