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| **COURSE NAME / CODE** | | | BTEC National Subsidiary / Diploma / Extended Diploma in IT |
| **UNIT(s) No / Name** | | | Unit 07 – Organisational Systems Security |
| **LEVEL** | 3 | Assignment No & Title | Assignment 3 - Issues |

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| **LECTURER/ASSESSOR** | Sandra Taylor | | | | |
| **ISSUE DATE** | 7th November 2016 | **DEADLINE DATE** | | 28th November 2016 | |
| **SUBMISSION DATE** |  | |  | | |
| **RESUBMISSION AUTHORISATION**  BY LEAD INTERNAL VERIFIER\* |  | | **Authorisation Date (By iv)** | |  |
| **RESUBMISSION DATE\*\*** |  | |  | | |

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| **\***All resubmissions must be authorised by the **Lead Internal Verifier**. Only **one** resubmission is possible per assignment, providing:   * The learner has met the initial deadlines set in the assignment, or ha met an agreed deadline extension * The tutor considers that the learner will be able to provide improved evidence without further guidance * Evidence submitted for assessment has been authenticated and accompanied by a signed and dated declaration of authenticity by the learner   \*\*Any resubmission evidence **must** be submitted within 10 working days of receipt of assessment |

**Student declaration**

*I declare that this assignment is all my own work and the sources of information and material I have used (including the internet) have been fully identified and properly acknowledged as required.*

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| **STUDENT NAME** | **SIGNATURE** |
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**ASSESSMENT DETAILS & GRADING CRITERIA**

(NB: Columns 1 &2 of the table below will be completed once the assignment has been submitted) Please note that criteria & evidence should be aimed to give the learner the maximum grade available within their qualification (i.e. A, Pass, Distinction)

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| **Learning Aims Covered** | | |  | | |  | |  |
| LO3 | | Understand the organisational issues affecting the security of IT systems | | | | | | | | | |
| **GRADING CRITERIA FOR TASK** | | | **EVIDENCE** | **EVIDENCE SEEN** | | **Page No#** | **CRITERIA MET** | | | | |
| **Y** | **N** | **Y** | | **I** | **N** | **IV** |
| P4 | Explain the policies and guidelines for managing organisational IT security issues | | Illustrated report |  |  |  |  | |  |  |  |
| P5 | Explain how employment contracts can affect security | | Illustrated report |  |  |  |  | |  |  |  |
| P6 | Review the laws related to security and privacy of data | | Illustrated report |  |  |  |  | |  |  |  |
| M3 | Explain the role of ethical decision making in organisational IT security | | Illustrated report |  |  |  |  | |  |  |  |
| D2 | Evaluate the security policies used in an organisation | | Illustrated report |  |  |  |  | |  |  |  |

**KEY: Y = Yes, I = Incomplete, N = No**

**BREAKDOWN OF HOW GRADES WILL BE AWARDED:**

(NB: Please tick as appropriate)

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| **TYPE OF QUALIFICATION** | **TICK** | **DESCRIPTION** |
| **BTECS / WORKSKILLS** | **√** | Pass / Merit / Distinction / Fail |
| **A LEVELS / A2** |  | A-U |

**Internal Verification of Assignment Brief**

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| **IV Full Name** |  | **Signed** |  | **Date:** |  |
| **LIV Full Name** |  | **Signed** |  | **Date:** |  |



**BTEC Sample Material**

**Learner Consent Declaration**

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| **Centre No & Name** | **51330 – UTC Reading** | |
| **Subject & Level** | **BTEC National Subsidiary / Diploma / Extended Diploma in IT** | **3** |
| **Unit No & Title** | **Unit 07 – Organisational Systems Security** | |
| **Learner No & Name** |  | |

I agree to the learner work identified above, after having been made anonymous, being used to support any of the following activities, which may involve the display of work online through the BTEC website or through publications:

* Professional Development and Training
* Centre Assessment Example Material
* Standardisation Support
* Publication Materials

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| **Assessor Signature** |  |
| **Name** (block capitals please) | Sandra Taylor |
| **Job Title** | Assistant Principal |
| **Date**: |  |

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| **Learner Signature** |  |
| **Name** (block capitals please) |  |
| **Parent/Guardian consent if under 16 years of age** |  |
| **Date**: |  |

Please ensure that this sheet is completed on submission of your assignment.

Please note that your assignment **MUST** have the following (unless otherwise stated):

1. Cover page
2. Table of Contents
3. Introduction
4. Conclusion
5. Bibliography & References

**SCENARIO**

You are a junior for an IT consultancy firm in Hook. Your manager Susan Dillon has asked you to create a set of materials that can be given to organisations in your field (detailed below) so that they can deal with various organisational issues.

You are place d in a group for the sole purpose of being able to narrow down the reports to organisation types.

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| --- | --- | --- |
| Aerospace | Simon | Ben |
| Banks | Josh | Bayley |
| Government | Pedro | Regan |
| Educational institutions | Lewis | Harvey |
| Television broadcast company | Ed | Tiago |
| Pharmaceutical company | Hayden | Kris |
| Software development house | Raheem | Elliat |
| Law firm | Julian | Shaun |
| Personal security company | Chris | William |
| Telecommunications | Tom |  |

**TASK 1 - create an illustrated report that can be given to firms when they visit your consultancy**

You have been to explain the policies and guidelines employed by an organisation to manage IT security issues. You are required to insure that you relate it to your organisation type above (P4).

Looking at employment contracts, write a piece on how employment contracts can help and hinder an organisation. Again this should be done with consideration to the organisation type you have been allocated above (P5).

Thinking about legislation, review some of the security and privacy laws regarding data in your organisation type area. Consideration should be given to all areas of the business (P6).

Following on from the task above (P6), think about the ethical issues in relation to IT security. Detail at least 2 issues that need considerations. Make sure that you detail the following: - (M3)

* The issue
* The issues involved
* The decision that was come to
* How you would deal with them

Following on from the Merit task above, extend your work to take what you have learnt from the rest of the unit and use it as your basis for evaluating the security policies in an organisation. Your organisation should be one from your organisation type above.

You should look at the way the security is run and detail where changes should be made to improve the efficiency of the organisation. Ensure that you detail where things could be improved and the consequences of doing so and of not doing so (D2).

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| **To achieve the criteria you must show that you are able to:** | **Unit** | **Criterion Reference** |
| Create an illustrated report detailing the policies and guidelines that are used to manage it security issues | 07 | P4 |
| Creation of an illustrated report concentrating on how employment contracts can support or obstruct an organisation | 07 | P5 |
| Creation of an illustrated report detailing legislation. The areas to be covered are the privacy laws and security policies regarding data. Legislation should be quoted and shown how it should be used in practice. | 07 | P6 |
| Creation of an illustrated report detailing ethical issues in IT security. Areas to cover: - the issue, the issues involved, the decision that was come to, how the students could deal with it. | 07 | M3 |
| Creation of an illustrated report, evaluating security policies. The policy should be checked for its effectiveness for detailing practices, where things could be improved and the consequences of doing so. | 07 | D2 |

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| Sources of information | <http://www.baesystems.com/>  <http://www.aerospace.co.uk/>  <https://www.gov.uk/>  <http://www.ofsted.gov.uk/>  <http://en.wikipedia.org/wiki/Media_conglomerate>  <http://newscorp.com/>  <http://www.jnj.com/>  <http://www.pfizer.com/>  <http://www.roche.com/index.htm>  <http://www.boxuk.com/software-development/>  <http://www.dcslsoftware.com/>  <http://www.geeks.ltd.uk/home.html>  <http://www.simmons-simmons.com/>  <http://www.cliffordchance.com/>  <http://www.magentasecurity.co.uk/>  <http://www.quantumtrading.co.uk/index.html> |