Government of Western Australia
North Metropolitan TAFE

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:	Certificate IV Programming, Cyber and Networking
Delivery Period:	Semester 2, 2024
Cluster Name (if applicable)	n/a

National ID	Name of unit
ICTICT451	Comply with IP, ethics and privacy policies in ICT environments
You can access the full unit/s of competency here: https://training.gov.au/Training/Details/ICTICT451	
Delivery Location/s (Campus/Room/Online):	Online delivery

Student Learning Resources, text, equipment (Required/Optional)
Student to supply: • Personal computer   • Internet connection
College to supply: • Office 365   • Blackboard student resources   • Blackboard Collaborate   • Appropriate PDF Software i.e., Adobe PDF

Lecturer Name:	Phone:	Email:	Contact times	Campus / Room
See Blackboard Staff Contacts for your lecturer's details.				

Assessment Summary

Assessment	Title and brief description	Due Date
Assessment 1 (AT1)	**Knowledge Questions** (KQ)	**KQ 1:** 11th August, 2024 **KQ 2:** 8th Sept, 2024 **KQ 3**: 13th October, 2024
Assessment 2 (AT2)	**Case Studies** (CS)	**CS 1:** 25th August, 2024 **CS 2**: 22nd September, 2024
Assessment 3 (AT3)	**Project** (P)	**P:** 24th November, 2024

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.

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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 (☑):

☒ lectures or tutorials, online tasks and forums   ☐ workshop activities
☒ assessments (when integrated with learning)   ☒ projects, assignments
☐ workplace experience   ☒ prescribed follow-up activities
☒ prescribed reading and research   ☐ other (please specify)

Sessions (Hours)		Element number	Topic	Learning Resources*	Structured out of class activities*	
Session	Hrs				Activity	Hrs
1	2	1	**Introduction to the unit** • Establishing organisational requirements • Intellectual property (IP) • Copyright • Patents • Trademarks • Organisational ethics • Legal and ethical consideration	• PPT Slides • Blackboard • Student Learner Guide • Class Activity Book • Website links.	View website links **Class Activity Book: Q1**	0.5
2	2	1 (1.1)	**Identifying IP, ethics and privacy issues** • Locating IP, ethics and privacy policy and procedures • Accessing IP, ethics and privacy policy and procedures • Legislation and standards	• PPT Slides • Blackboard • Student Learner Guide • Class Activity Book • Website links.	View website links **Class Activity Book: Q2**	0.5
3		1 (1.2)	**Accessing IP, ethics and privacy policies** • Understanding responsibilities • Determining and accessing the policies and procedures	• PPT Slides • Blackboard • Student Learner Guide • Class Activity Book • Website links.	View website links **Class Activity Book: Q3**	
4	2	1 (1.3)	**Your role in protecting IP, ethics and privacy** • Identifying your own role • Observing and adhering to Intellectual property rights • Procedures to avoid intellectual property and privacy infringement **DUE: 11th August 2024** **AT1 KQ:** Q1	• PPT Slides • Blackboard • Student Learner Guide • Class Activity Book • Website links.	View website links **Class Activity Book: Q4** **AT1 KQ: Q1**	0.5

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5	2	1 (1.4)	**Supporting IP, ethics and privacy** • Providing support and advice to relevant personnel	• PPT Slides • Blackboard • Student Learner Guide • Class Activity Book • Website links.	View website links **Class Activity Book: Q5**	0.5
6	2	2 (2.1)	**Monitoring compliance** • Monitoring the required personnel • Establishing ground rules **DUE: 25th August 2024** **AT2: Case Study 1**	• PPT Slides • Blackboard • Student Learner Guide • Class Activity Book • Website links.	View website links **Class Activity Book: Q6**	0.5
7	2	2 (2.2)	**Evaluating IP, ethics and privacy policies** • Arranging meetings and discussions • Why you should evaluate your policies and procedures	• PPT Slides • Blackboard • Student Learner Guide • Class Activity Book • Website links.	View website links **Class Activity Book: Q7**	0.5
8	2	2 (2.3)	**Developing, implementing and maintaining IP policies** • Needs, requirements and opportunities • Development, research, consultation and evaluation **DUE: 8th September 2024** **AT1 KQ:** Q2	• PPT Slides • Blackboard • Student Learner Guide • Class Activity Book • Website links.	View website links **Class Activity Book: Q8**	0.5
9	2	2 (2.4)	**Communicating risks and improvements** • Risk assessment and identification • Communicating potential risks and opportunities	• PPT Slides • Blackboard • Student Learner Guide • Class Activity Book • Website links.	View website links **Class Activity Book: Q9**	0.5
10	3	3 (3.1)	**Contributing to risk assessment** • How to contribute to risk assessment **DUE: 22nd September 2024** **AT2: Case Study 2**	• PPT Slides • Blackboard • Student Learner Guide • Class Activity Book • Website links.	View website links **Class Activity Book: Q10** **AT2 CS: Q2**	0.5

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11	2	3 (3.2)	**Review and evaluate non-compliance** • Reviewing internal and external non-compliance infringements • Internal and external non-compliance • The non-compliance issues	• PPT Slides • Blackboard • Student Learner Guide • Class Activity Book • Website links.	View website links **Class Activity Book: Q11**	0.5
12	2	3 (3.3)	**Contribute to recommendations** • The principles to overcome non-compliance incidents • Actions to rectify non-compliance **DUE: AT1: 13thOctober 2024** **Knowledge Questions:** Q3	• PPT Slides • Blackboard • Student Learner Guide • Class Activity Book • Website links.	View website links **Class Activity Book: Q12** **AT1 KQ: Q3**	0.5
13	2	3 (3.4)	**Reporting risks and non-compliance** • Relevant authorities to report potential risks and non-compliance	• PPT Slides • Blackboard • Student Learner Guide • Class Activity Book • Website links.	View website links	1
14	2	1 (1.1, 1.2, 1.3, 1.4)	**Project** • Work on project activities.	• Blackboard • Website links.	**AT3: Project**	1
15	2	2 (2.1, 2.2, 2.3, 2.4)	**Project** • Work on project activities.	• Blackboard • Website links.	**AT3: Project**	1
16	2	2 (2.1, 2.2, 2.3, 2.4)	**Project** • Work on project activities.	• Blackboard • Website links..	**AT3: Project**	1
17	2	3 (3.1, 3.2, 3.3, 3.4)	**Project** • Work on project activities.	• Blackboard • Website links.	**AT3: Project**	2
18	2	3 (3.1, 3.2, 3.3, 3.4)	**AT3 Project DUE** • Complete project requirements. **DUE: 24th November 2024**	• Blackboard • Website links.	**AT3: Project**	2
19	2	1, 2, 3	**Revision and resubmits**	-	-	2
20	2	1, 2, 3	**Revision and final resulting**	-	-	-

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Total Hours	40			Total hours out of class activities	15
Total amount of training for this unit: *(sum of Session Hours + Out of Class Hours)*				55	

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

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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).

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