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.

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

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| --- | --- |
| 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 |

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| 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** |
| 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.

**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.

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| Your training will include **structured in and out of class activities\*** to be completed for this unit. | |
| *\*Out of class activities* may include (þ): | |
| lectures or tutorials, online tasks and forums  assessments (when integrated with learning)  workplace experience  prescribed reading and research | workshop activities  projects, assignments  prescribed follow-up activities  other (please specify) |

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| **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**   * 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**   * 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**   * 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**   * 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:  Q6 & 7. | 3 |
| 5 | 2 | 2  (2.2) | **Ethics and Compliance**   * 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**   * 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**   * Updating privacy policy and procedures and code of ethics to align with required privacy legislation.   **AT1 Knowledge Questions Due:**   * **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**   * 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.   **AT1 Knowledge Questions Due:**  **Q3 (3.1 & 3.2) to be submitted to Blackboard.** | 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 |
| 9 | 2 | 4  (4.1, 4.2, 4.3) | **Testing, Reviewing Policies and Maintaining Ethics Code**   * 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:**   * **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.

**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).