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: | ICT50220 Diploma of Information Technology (Advanced Networking and advanced programming specializations) |
| Delivery Period: | Term 3, 2024 |
| Cluster Name  (if applicable) | Cyber Awareness |

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| --- | --- |
| National ID | Name of unit |
| BSBXCS402 | Promote workplace cyber security awareness and best practices |
|  |  |
|  |  |
| You can access the full unit/s of competency here  https://training.gov.au/Training/Details/BSBXCS402 | |
| Delivery Location/s (Campus/Room/Online): | Northbridge , B2 , Level 4-06 for face to face students only |

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| Student Learning Resources, text, equipment (Required/Optional) | | | | |
| Student to supply: Microphone, speakers (headset) | | | | |
| College to supply:  Blackboard shell - online training material | | | | |
| **Lecturer Name:** | **Phone:** | **Email:** | **Contact times** | **Campus / Room** |
| Mohammad Alhabashneh |  | Mohammad.alhabashneh@nmtafe.wa.edu.au | Schedule as per timetable | Online |
| Amir Kahn |  | Amir.Khan@nmtafe.wa.edu.au | Schedule as per timetable | Northbridge |

# Assessment Summary

| Assessment | Title and brief description | Due Date |
| --- | --- | --- |
| AT1 | Assessment-1 Knowledge assessment of BSBXCS402 | Week 6 |
| AT2 | Assessment-2 Performance assessment of BSBXCS402 | Week 9 |
| Activities | 1,2,3 | Week-8 |

**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(): | |
| 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\*** | |
| **Week** | **Hrs** |  |  |  | **Activity** | **Hrs** |
| 1 | 2 | 1. Develop cyber security awareness in work area | **Cyber Security overview and introduction** | *All Weekly Sessions use powerpoints, web research and class activity* | Read Blackboard shell, LAP etc | 1 |
| 2 | 2 | BSBXCS402 1. Develop cyber security awareness in work area | **Develop cyber security awareness in the work place**   * Develop cyber security awareness in the work area * Establish current level of awareness in work area relating to cyber security * Create and maintain cyber security awareness program that reflects organisation objectives and best practices * Contribute to developing cyber security policies and procedures and communicate to relevant personnel | *All Weekly Sessions use powerpoints, web research and class activity* | Read Blackboard shell, LAP etc  **Activity-1** | 1 |
| 3-4 | 4 | BSBXCS402 2. Support effective cyber security practices in work area | **Support effective cyber security practices in work place**   * Support effective cyber security practices in the work place * Review cyber security practices according to organisational policies and procedures * Arrange training and information updates and maintain records * Present insights from review  and potential related impacts to relevant personnel | *All Weekly Sessions use powerpoints, web research and class activity* | Read Blackboard shell, LAP etc  **Activity-2** | 1 |
| 5 | 2 |  | **Data protection and legislation**   * Data Protection Laws * Privacy Law * The Notification of Data Breach Act (NDB) |  | Read Blackboard shell, LAP etc | 1 |
| 6 | 2 | **Assessments** | **Assessment-1 Due –week6** |  |  | 3 |
| 7 | 4 | BSBXCS402 3. Review cyber security awareness in work area | **Review cyber security awareness in the work place**   * Latest trends and cyber security threats impacting organisations * Document the outcomes of review for consideration by relevant personnel * Communicate review outcomes and cyber security improvements according to organisational policies and procedures | *All Weekly Sessions use powerpoints, web research and class activity* | **Activity-3**  Read Blackboard shell, LAP etc | 1 |
| 8 | **2** |  | Practical-and Cyber Scenarios |  | Read Blackboard shell, LAP etc | 1 |
| 9 | 2 | **Assessments** | **Assessment-2 Due and deliver presentations –Week-9** | *All Weekly Sessions use powerpoints, web research and class activity* | Read Blackboard shell, LAP etc | 3 |
| 10 | 2 |  | Feedback /results |  |  | 2 |
|  |  |  |  |  |  |  |
| **Total Hours** | 22 hrs |  | |  | **Total hours out of class activities** | 14 hrs |
| **Total amount of training for this unit:** (sum of Session Hours + Out of Class Hours) | | | | | **36 hrs** | |

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

Recognition of Prior Learning  
  
If you have previously worked in the industry you might already have the knowledge and skills for this unit. If you can provide evidence of this, you may be a candidate for Recognition of Prior Learning. Please let your lecturer know to discuss RPL as an assessment option.

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 of the date of your statement of academic record being issued. Please contact the Student Experience Team relevant to your portfolio area.

## 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.

In certain situations a re-assessment is not possible; please refer to your assessment instructions.