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| Assessment Title | Workplace Cybersecurity Process |

## Competency Details

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| Unit code/s and title/s | BSBXCS402 Promote workplace cyber security awareness and best practices |
| Qualification code/s and title/s | ICT50220 Diploma of Information Technology |
| Business unit/Work group | Business and Arts/IT Studies |

## Instructions

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| Method/s of assessment | Questioning (Written)  Questioning (Oral)  Observation (Presentation) |
| Overview of assessment | This assessment will require you to complete written and oral answers for questions on the tasks listed below.  You will also complete practical tasks, create a presentation and take screenshots of their evidence of completion |
| Task/s to be assessed | In this assessment the student will be researching aspects of the following topics:   * Identify cybersecurity threats and trends * Review and update the company policy / procedures * Promoting workplace cyber security * Manager catchup |
| Time allowed | Refer to your schedule for submission dates |
| Location of assessment | Assessment can be completed anywhere with access to the resources required. (see Resources Required section below) |
| Decision making rules | To receive a satisfactory outcome for this assessment you must complete all parts correctly.  Word counts are provided as guidance only. |
| Assessment conditions | This assessment must be undertaken where the conditions replicate noise levels and interruptions that people typically experience working in the ICT industry.  This is unsupervised assessment and you may access any required resources.  Task 3: Promoting workplace cyber security Question 6 is a group task the remainder of the assessment work must be completed as an individual. |
| Resources required | Class computers will need to be provided with:   * Word processing software such as Microsoft Word. * Presentation software such as Microsoft PowerPoint * Communication/Recording software such as Microsoft Teams   You will need to have access to the various ITWorks Organisational Policy and Procedures located on Learn in the Assessment Documents and Submission Links topic (refer to the Assessment Support Documents for Students - ASDS).   * ITWorks-generic-security-policy.docx * ITWorks-security-policy.docx * ITWorks-Information-Classification-and-Handling-policy.docx * ITWorks-confidentiality-policy.docx * ITWorks-data-protection-policy.docx * ITWorks-backup-procedure-policy-procedure.docx * ITWorks-Log-ICT-Service-Requests-procedure.pdf |
| Result notification and reassessment information | You will be provided feedback and the result for your assignment on TAFESA Learn. You will be and given the chance to resubmit with required corrections only once.  Refer to the TAFE SA assessment policy for more information <https://www.tafesa.edu.au/apply-enrol/before-starting/student-policies/assessment> |

## Scenario

ITWorks has created a training department named ITWorks Training which is acknowledged as an industry training leader delivering nationally recognised and specialised courses. ITWorks Training is a private registered training organisation (RTO) based in Adelaide, South Australia with satellite offices in Melbourne and Perth.

Registered training organisations (RTOs) are those training providers registered by ASQA (or, in some cases, a state regulator) to deliver vocational education and training (VET) services.

RTOs are recognised as providers of quality-assured and nationally recognised training and qualifications.

ITWorks Training can:

* Deliver nationally recognised courses and accredited Australian Qualifications Framework (AQF) VET qualifications,
* Apply for Australian, state and territory funding to deliver vocational education and training.

ITWorks Training offers qualifications at the following levels:

* Certificates I, II, III and IV
* Diploma
* Advanced Diploma
* Vocational Graduate Certificate
* Vocational Graduate Diploma.

ITWorks Training has a dedicated network system which is used by the RTO to access internet services. ITWorks Training has given access to staff and students to internet services through a dedicated network.

ITWorks Training has around 40 staff members and 150 students who use the network regularly.

Hackers have attacked the ITWorks Training systems and have stolen the personal data of the staff and students. ITWorks Training has recovered the data and restored the system to normal operations.

ITWorks Training had developed some data security policies / procedures prior to the cyber-attack:

* ITWorks-Information-Classification-and-Handling-policy.docx
* ITWorks-confidentiality-policy.docx
* ITWorks-data-protection-policy.docx
* ITWorks-backup-procedure-policy-procedure.docx
* ITWorks-Log-ICT-Service-Requests-procedure.pdf
* ITWorks-email-usage-policy.docx

ITWorks Training is now aware that a cyber attack can happen in multiple ways. The most commonly encountered cybersecurity risks by ITWorks Training are:

* Phishing attack
* Hacking
* Ransomware

ITWorks Training is also aware of various ways to resolve cyber-attacks including the following:

* Staff should be careful when opening emails from an unauthorised source which ask for a response
* Install a good anti-virus system
* Turn on spam filter for messages and emails
* Install a network firewall
* Install data access security

ITWorks Training needs to develop cybersecurity policies and procedures. The previous policies and procedures don’t cover most of the information due to which the cyberattack happened.

You have joined ITWorks Training as an IT expert and policy developer. You need to review the existing cybersecurity policies and complete the following activities:

## Task 1: Identify cybersecurity threats and trends

Question 1

In this activity, you need to develop a report on threats to the organisational and trends associated with cybersecurity.

Review the scenario and complete the following:

* Introduction
  + Discussing the current level of awareness in workplace
* Cybersecurity threats
* Ways to deal with the threats
* Cybersecurity trends
* List existing cybersecurity practices
* Conclusion

Use the template provided below to provide a detailed review of the current situation for your manager.

Once completed upload Task 1 to LEARN for marking.

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| **Template 1: Identify cybersecurity threats and trends** |
| **Introduction (approx. 50 words)** |
| **Cybersecurity threats explaining what they are and list a potential impact on the workplace for each (approx. 100 words)** |
| **Discuss 3 ways to resolve cybersecurity threats (approx. 50 words)** |
| **Discuss 2 techniques to resolve the phishing attack (approx. 50 words)** |
| **Discuss 2 techniques to resolve hacking (approx. 40 words)** |
| **Discuss 2 techniques to resolve Ransomware (approx. 60 words)** |
| **Discuss 2 cybersecurity trends (approx. 20 words)** |
| **5 current cybersecurity policy / procedures** |
| **Outcome of report (approx. 50 words)** |

## Task 2: Review and update the company policy / procedures

Management believe it would be beneficial to create a specific cyber policy for ITWorks Training. They have sourced a generic policy to speed up the development process. Address the tasks below to finalise a complete cyber security policy for ITWorks Training.

Question 2:

* Using the ITWorks-generic-security-policy.docx as a guide update the current ITWorks-security-policy.docx to improve the risk mitigation strategies.
  + Find the missing 16 points and add them to the new policy.
  + Save the completed policy file name as ‘ITWorks-cyber-security-policy’
  + Once completed upload Task 2 to LEARN for marking.

Protect personal and company devices:

Manage passwords properly procedure:

Additional measures:

Our [Security Specialists/ Network Administrators] should:

## Task 3: Promoting workplace cyber security

Question 3

You need to prepare and record a 3 – 5-minute training presentation based on previous activities to educate ITWorks Training department staff.

You must include the following in your presentation:

* Prepare at least 7-10 pptx slides
* Introduction – Outline reason for training
* Deliver cybersecurity policies and procedures update
  + - ITWorks-cyber-security-policy (updates to policy / procedures)
* List 5 ways for each dot point below to avoid cybersecurity threats:
  + Phishing attack
  + Hacking
  + Ransomware
* List 5 ways how avoid risk to cybersecurity (best practices)
* Conclusion

Save the recording as cyber-training.

Question 4

Word an email which you will send out to all staff, which needs to include:

* Subject: Attention All: Cyber security training recording (specify a date and time it was recorded)
* Body: Ensure an outline of training recording you had created in the above task is included within the body

Note: The email does not need to be sent, only created and a screen capture inserted in this document below:

Question 5

Which would be a more effective timeframe to perform training to ensure staff are up to date with the latest Cyber threats?

* Once every 6 months or
* Once per 1 year or
* Once every 2 years

List 2 security points that would need to be updated regularly:

Question 6

Your manager thinks it would be beneficial to have a quick brainstorming session with several key colleagues to come up with 3 different ways to promote cyber security in the workplace.

Work in a small group of 2 – 3 people to complete the template below (external students will be assigned groups – please email your lecturer for details).

IMPORTANT: Use the [Student-Subject Forum](https://learn.tafesa.edu.au/mod/forum/view.php?id=1031644) to reach out to other students within the subject to form groups. This is done by either responding to a student posted request link or by creating your own post by clicking the ‘Add a new discussion topic’. If you get stuck, please contact your subject lecturer for assistance, they will add you to a group.

All communication needs to be recorded, kept and included with your assessment submission as an appendix which can be screenshots of either:

* Group emails or
* Group Teams (or alternative tool) text chat or
* Teams Recordings
* ***NOTE: All students need to actively contribute to the discussion by voicing opinions regarding project ideas etc (minimum of two – emails or posts or text entries in Teams meetings)***

Each student needs to submit the completed template and recorded communications below.

Once completed upload all Task 3 files to LEARN for marking.

Must include the completed template below:

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| **TRAINING PLAN** | |  |  |
| **TRAINING CONTACT** |  | **DEPARTMENT** | **DATE** |
|  |  | ITWorks Training |  |
| **GOALS / DESIRED OUTCOME** | | | |
|  | | | |
|  |  |  |  |
| **DATE / TIME TO IMPLEMENT** | **TASK - CYBER PROMOTION METHODS** | **DURATION** | **SIGNATURE / INITIALS** |
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## Paste team communication evidence below:

## Task 4: Manager catchup

The next step in this process is to have a quick chat / discussion (2 – 5 minutes max) with your manager (lecturer). Contact your Lecturer at least 24 hours in advance either verbally in class or via email to arrange a suitable time for this interview with your team member (fellow student).

If you are not attending a face-to-face interview (i.e. if you are studying this unit externally), you must ensure that you have access to a web camera and microphone and that the camera is turned on during the interview with your face clearly visible. Noting, the interview is not required to be recorded.

You must conduct the interview in a professional manner, ensuring that you use appropriate questions (open and closed) and demonstrate active listening techniques to acquire and confirm all the information listed in the questions below.

When undertaking the interview do not just read straight from the questions you addressed below. Use your own words when creating appropriate questions to gather the necessary information. Remember that in some instances you are confirming information that has already been provided in writing, but in other instances you are obtaining new information – ensure that you phrase your questions appropriately.

All parts are to be completed in the one interview.

You may record the interview or take written notes with pen and paper.

Recording or taking notes is not mandatory but is recommended for reference purposes.

Question 7

The focus of the discussion is for you to:

* Present insights from your review and training to required personnel and potential related impacts on the workplace