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**STUDENT ASSESSMENT**

**BOOKLET**

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| **STUDENT INFORMATION, DECLARATION, AND SUBMISSION COVERSHEET** |

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| **Course Details** | **ICT60220 Advanced Diploma of Information Technology** | | | | | | |
| **Unit Code and Name** | **ICTICT618 Manage IP, ethics and privacy in ICT environments** | | | | | | |
| **Student Name** | Soniya Serpunja | | | | | | |
| **Student ID** | AIBL 235051 | | | **Date of submission** | | | 00/00/0000 |
| **STUDENT DECLARATION**  **I declare that-**   * all the assessment parts completed for this unit are my own work and I have not plagiarised the work or colluded with any other student/s. * to the best of my belief, no part of this assessment has been copied from any other student’s work or from any other sources except where acknowledgement is made in the text. * no part of this assessment has been written for me by any other person except where such collaboration has been authorised by the assessor concerned and where acknowledgement is made in the text. * no part of this assessment has previously been submitted as an assessable item, except authorised by the trainer and where acknowledgement is made in the text. * I have correctly referenced all resources and reference texts throughout these assessment tasks where applicable. * I understand that if I am found to be in breach of policy, disciplinary action may be taken against me. * I am aware of the reassessment options and right to appeals. * I have used the correct assessment template provided by the ***Albright Institute of Business and Language*** (**AIBL**), retained a copy of this assessment, and will submit it in the AIBL ***Learning Management Systems*** (**LMS**) portal for grading. | | | | | | | |
| **Completion Stage:** | | Assessment-1 is complete | | | Assessment-2 is complete | | |
| **Assessor Name (must be included):** | | | **SUSHMITA MAJUMDAR** | | | | |
| **Student Signature: SONIYA** | | | | | | **Date:** 00/00/0000 | |

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| **ASSESSMENT INFORMATION** | |
| **Course** **Details** | **ICT60220 Advanced Diploma of Information Technology** |
| **Unit Details** | **ICTICT618 Manage IP, ethics and privacy in ICT environments** |

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| **General Instructions to Students** | This assessment booklet includes both the assessment instruments and the instructions for gathering and interpreting evidence in an assessment process.  The assessment of this unit is comprised of two parts: knowledge assessment task (Assessment 1) and practical performance assessment task (Assessment 2). The student (you) must achieve a satisfactory result for all components of the unit tasks to be deemed overall ***Competent*** (**C**) in the unit.  Please read the information below about each task included in this assessment.   | Task | Description | | --- | --- | | **Assessment 1**  **(Knowledge Evidence)** | |  | | --- | | **Knowledge assessment task (Written task)**  In the knowledge assessment task part, you must demonstrate a sound knowledge of the unit requirements through completing and submitting the short answer questions. You will correctly answer all questions to show that you understand the knowledge required of this unit. | | | **Assessment 2**  **(Performance Evidence)** | **Practical performance assessment task**  The practical performance assessment task of this unit is subdivided into **FOUR** activities.  **Activity 1**: Research  **Activity 2**: Action Plan for review of organisational adherence to IP, ethics/conduct and privacy requirements  **Activity 3**: Policy update  **Activity 4**: Reflection  Further instructions and guidelines are provided in the corresponding part of assessment 2. |  1. To be assessed Competent (C) in this unit, you must provide evidence which demonstrates that you can perform to the required standard of competency. 2. To avoid plagiarism, you must acknowledge and refer to the sources and give credit appropriately. 3. You must use the APA 6th Referencing style. You must contact your assessor for guidance on how to reference. You could also complete a free tutorial on referencing at www.[The Basics of APA Style® https://apastyle.apa.org/instructional-aids/tutorials-webinars](C:\\Users\\pallab.podder\\Desktop\\!!! ALBRIGHT\\Academic\\SIMPLIFIED ASSESSMENT TEMPLATE\\The Basics of APA Style®  https:\\apastyle.apa.org\\instructional-aids\\tutorials-webinars) 4. The following are some types of references that must be acknowledged:  * Direct quotations – using another person’s exact words, placing words in quotation marks (for shorter quotes) or indent paragraphs (for longer quotes). * Paraphrases of another person’s words or ideas – using someone else’s ideas in your own words. When you paraphrase, you must cite the source of the ideas. * Summarise another person’s ideas – a short summary of the original text, including only the main points of the original author’s ideas or argument. To avoid plagiarism, you must cite the source whenever you summarise another person’s work. * Tables, figures, graphs, diagrams, or images obtained from any source – you must acknowledge the original source of all tables, figures, graphs, diagrams or images. * Information obtained from lectures and personal communication –you must acknowledge the source of the information.  1. Competency depends on consistently demonstrating the skills, attitudes and knowledge that enable you to complete workplace tasks confidently in a variety of situations. 2. If you have any difficulties in understanding any of these forms or instructions, please speak to your trainer/ assessor. 3. You must record your handwritten/ typed responses in the assessment pack. You can attach additional pages if required. 4. You must read, understand, complete, and sign the Assessment Cover sheet. 5. Your assessor will:   O grade each assessment task as “**satisfactory** (**S**)” or “**not yet satisfactory** (**NYS**)” by providing you with clear feedback.  O upload the assessor and observation checklist for the satisfactory (S) result and record the unit outcome as **Competent** (**C**) in the LMS unit report log.  O provide you with the resubmission options up to two attempts (first submission means first attempt plus one more attempt) for the not yet satisfactory or Not yet competent (NYS/NYC) result. |
| **How to submit your assessments** | When you have completed each assessment, you will need to submit it to your assessor for grading through the AIBL LMS portal. Instructions about submission can be found in each unit and there is an “assessment submission guide” link that will guide you all the way to complete the submission process. |
| Assessment Task Cover Sheet | At the beginning of this assessment booklet, you will find the Assessment Task Coversheet, which requires you to complete different fields of student information, declaration, and submission. Please make sure you provide all the necessary information as required by the assessment coversheet. |
| **Assessment outcomes** | Once all assessment tasks have been completed, you will be given the result within 14 days. Once you satisfactorily complete the required assessments for a unit of competency, you will receive an outcome of **Competent** (**C**); otherwise, the outcome would be **Not yet Competent** (**NYC**). |
| **Reasonable adjustments** | According to AIBL’s policy, assessment processes and techniques should consider the language, literacy, and numeracy capacity of the student in relation to the competency being assessed.  If you are unable to complete the assessment in this format, you must inform your assessor and they may arrange for you to take the assessment in an alternative format. |
| Assessment re-submission | If you have been deemed NYC, your trainer and assessor will provide you with sufficient feedback through LMS portal by explaining the reason and outlining of what needs to be included/completed to demonstrate competency.  Re-assessment for assessments only occurs if the student has previously submitted the assessment or has missed the relevant session(s) and has been afforded special consideration that is approved by the Academic department.  If the outcome of the first submission of an assessment is NYC, you would be allowed the resubmission option up to two attempts; first submission means the first attempt plus two more attempts as mentioned earlier. For each submission, a suitable time will be arranged for the reassessment to be graded within 14 days from the date of submission. If the unit out outcome is NYC after these assessment attempts, it is recommended to re-enroll in the unit. |
| **Assessment appeals** | You can make an appeal about an assessment decision by filing an appeal form. Ask for an appeal from a student support officer. For more information, you are recommended to browse the AIBL website,” Forms and Policies” section. The link is shared here- <https://albrightinstitute.edu.au/forms-and-policies/> |
| Plagiarism Policy | As mentioned earlier, your contribution to the assessment must be your own, except were acknowledged through quotations and referencing. Plagiarism is a serious offence and AIBL may impose severe penalties on students who plagiarise. Your assessor will provide you with further information on AIBL plagiarism policy and procedure. |

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| **THIS ASSESSMENT MEETS THE FOLLOWING KNOWLEDGE EVIDENCE** |

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| You must be able to demonstrate knowledge to complete the tasks outlined in the elements, performance criteria and foundation skills of this unit, including knowledge of:   * federal and state/territory legislation and policy relevant to an ICT environment relating to: * copyright and intellectual property * privacy * processes and procedures by which an organisation communicates its policies and procedures * organisational requirements for customer service relating to managing copyright, ethics and privacy in ICT environments * industry standard ICT system security systems and procedures relating to managing IP, copyright, ethics and privacy in ICT environments. |

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| **THIS ASSESSMENT MEETS THE FOLLOWING ELEMENTS AND PERFORMANCE CRITERIA** |

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| 1. Manage adherence to IP regulations | 1.1 Review and summarise outcomes of Australian IP and copyright law relating to Information and Communications Technology (ICT)  1.2 Determine and document alignment of Australian IP law to organisational requirements  1.3 Develop and document review plan of organisation’s adherence to Australian IP law  1.4 Submit document to required personnel and seek and respond to feedback |
| 2. Manage ethical behaviour | 2.1 Review organisational and ICT specific code of ethics and summarise outcomes  2.2 Determine and document alignment of code of ethics and conduct against organisational operations  2.3 Develop and document review plan of organisation’s adherence to code of ethics and conduct  2.4 Establish review and grievance procedure and confidential reporting of ethical issues  2.5 Submit document to required personnel and seek and respond to feedback |
| 3. Manage privacy | 3.1 Determine and document regular review plan and align to required legislation and standards  3.2 Determine and document integrity, confidentiality, security and availability of information  3.3 Determine and document review plan for continued confidentiality and proprietary rights of stakeholders’ interests  3.4 Submit documentation to required personnel and seek and respond to feedback  3.5 Implement new work procedures according to review plan |

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| **THIS ASSESSMENT MEETS THE FOLLOWING PERFORMANCE EVIDENCE** |

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| You must demonstrate the ability to complete the tasks outlined in the elements, performance criteria and foundation skills of this unit, including evidence of the ability to:   * analyse legislation and standards and contribute to the review of at least three different policies including IP, ethical conduct and privacy in an organisation. * In the course of the above, the candidate must: * communicate policy change to required personnel. |

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| **THIS ASSESSMENT MEETS THE FOLLOWING FOUNDATION SKILLS** |

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| * Oral communication | * Participates in a verbal exchange of ideas and elicits the view and opinions of others by using effective listening and open questioning techniques |
| * Reading | * Identifies, analyses and evaluates complex text to determine legislative requirements and organisational standards and applies the information |
| * Writing | * Integrates information and ideas from a number of sources, utilising appropriate support materials, specialised and cohesive language and a range of writing styles and document structures |
| * Teamwork | * Actively identifies the requirements of important communication exchanges, selecting appropriate channels, format, tone and content to suit purpose and audience, and monitoring impact |
| * Planning and organising | * Plans strategic priorities and outcomes within a flexible, efficient and effective context in a diverse environment exposed to competing demands * Demonstrates an understanding of the application of key principles in a particular context, the appropriateness and effectiveness of different sources of information and planning processes for that context, and the potential implications for future situations |
| * Problem solving | * Demonstrates a nuanced understanding of context to identify anomalies and subtle deviations to normal expectations, focusing attention and remedying problems as they arise |
| * Self-management | * Takes full responsibility for identifying and considering relevant legal and regulatory obligations when managing copyright, ethics and privacy in an ICT environment * Takes a lead role in the development of organisational goals, roles and responsibilities * Monitors and reviews the organisation’s policies, procedures and adherence to legislative requirements in order to implement and manage change |
| * Technology | * Demonstrates an understanding of the broader positive and negative implications of new technologies, and acknowledges the vital importance of system security and storage management |

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| **ASSESSMENT-1 INSTRUCTIONS** |

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| Assessment summary | You are required to answer all the written questions of this assessment. |
| Resources and equipment required to complete this assessment | * Access to the learning materials (e.g., learner guide, self-study guide, presentation slide) and other recommended websites. * Access to a computer, printer, Internet, and email software (if required). |
| When and where should the assessment be completed | * This assessment may be completed in your own time as homework, self-study, or you may be given time to do this in class (where applicable). * Your assessor will provide you with the due date for this assessment. |
| What needs to be submitted | Your answers to each question in this assessment along with references (if applicable). |
| Instructions | * This is an open book test – you can use your textbook/learning materials as reference. * You must answer all questions in this assessment correctly. * You must answer the questions by typing your answers in Microsoft Word and converting it into a pdf. * Please double-check whether you have completed the coversheet information. * You are required to submit your assessment in the submission portal of AIBL LMS. No submissions will be accepted via emails. |

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| **ASSESSMENT-1 KNOWLEDGE ASSESSMENT TASK (WRITTEN TASK)** |

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| **Question 1:** Complete the table below to identify the legislation relevant to copyright. | |
| |  |  | | --- | --- | | **Copyright legislation** | **Purpose** | | **Copyright Act 1968** | It protects original works of authorship, such as literary, artistic, musical, and dramatic works, giving creators exclusive rights to reproduce, distribute, perform, and display their works***.*** | | **Copyright Amendment (Digital Agenda) Act 2000** | Extends copyright protection to include digital and online environments, addressing issues like unauthorized use of digital content and copyright in the internet age. | | **Copyright Amendement (Service Providers Act 2018)** | Establishes guidelines and liabilities for online service providers regarding copyright infringement, ensuring they take action to prevent unauthorized use of copyrighted materials. | | |
| Satisfactory response | |
| Yes | No |

***References***

[***https://www.legislation.gov.au/C1968A00063/2020-12-18/text***](https://www.legislation.gov.au/C1968A00063/2020-12-18/text)

[***https://dcc.com/news-and-insights/implications-of-australias-digital-agenda-copyright-reforms/***](https://dcc.com/news-and-insights/implications-of-australias-digital-agenda-copyright-reforms/)

[***https://www8.austlii.edu.au/cgi-bin/viewdoc/au/legis/cth/num\_reg/capr2018201801718529/sch1.html***](https://www8.austlii.edu.au/cgi-bin/viewdoc/au/legis/cth/num_reg/capr2018201801718529/sch1.html)

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| **Question 2**: Complete the table below to identify two types of legislation relevant to intellectual property. | |
| | **Intellectual property legislation** | **Purpose** | | --- | --- | | **Patents Act 1990** | The Act provides legal protection for inventions, granting the inventor the exclusive rights to make, use, and sell the invention for a certain period of time, up to 20 years for a standard patent. This then enables the inventor to commercially exploit his creation and bars others from utilizing his invention without his approval. | | **Trade Marks Act 1995** | This Act protects branding elements, such as logos, names, slogans, or symbols, which differentiate a company's goods or services from those of its competitors. It helps businesses build their identity and prevents others from using similar branding that may confuse the market. |   ***References***  [***http://www6.austlii.edu.au/cgi-bin/viewdb/au/legis/cth/consol\_act/tma1995121/***](http://www6.austlii.edu.au/cgi-bin/viewdb/au/legis/cth/consol_act/tma1995121/)  [***http://www6.austlii.edu.au/cgi-bin/viewdb/au/legis/cth/consol\_act/pa1990109/***](http://www6.austlii.edu.au/cgi-bin/viewdb/au/legis/cth/consol_act/pa1990109/) | |
| Satisfactory response | |
| Yes | No |

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| **Question 3:** Complete the table below to identify the legislation relevant to privacy. Identify both the federal act, as well as the act for the state or territory in which you are located. | |
| |  |  | | --- | --- | | **Privacy legislation** | **Purpose** | | **Privacy Act 1988** | This Act lays the foundation for privacy protection in Australia. It ensures that personal information, such as names, addresses, telephone numbers, and financial details, is handled appropriately by organizations. It applies to businesses, government agencies, and health service providers. | | **State or Territory Legislation** | This Act provides the framework for managing privacy within Victorian public-sector organizations and contracted service providers who handle personal information. It is a complement to the federal Privacy Act, providing coverage in areas where federal legislation does not apply. |     ***Reference***  [***https://www.austlii.edu.au/cgi-bin/viewdb/au/legis/cth/consol\_act/pa1988108/***](https://www.austlii.edu.au/cgi-bin/viewdb/au/legis/cth/consol_act/pa1988108/)  [***https://guides.sl.nsw.gov.au/states-territories-legislation-government/queensland***](https://guides.sl.nsw.gov.au/states-territories-legislation-government/queensland) | |
| Satisfactory response | |
| Yes | No |

| **Question 4**: List three ways that a business could choose to communicate new IP, privacy or ethics processes and procedures to staff. | |
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| |  | | --- | | 1. **Formal Training Sessions or Workplace** - Organize in-person or online sessions where employees are being taught about new processes and their importance. Example: A company introduces a new data privacy policy. It organizes a workshop on how customer data should be treated with care and in a manner that ensures observance of the laws concerning privacy. They can ask questions, and trainers can make sure that everyone understands the update. | | 1. **Internal communication platform -** Use email, intranet, newsletters, or team chat tools to share updates about the new processes. Example: Send a company-wide email explaining the introduction of a new copyright compliance tool and attach a simple guide on how to use it. Staff can refer back to the written information whenever needed. | | 1. **Staff Handbook and inducting Program** - Include the new processes in official company documents and train new employees during orientation. Example: Add new policies on ethical behavior to the employee handbook and include it in the orientation process for new employees. Ensures both current and new employees follow updated procedures consistently. | | |
| Satisfactory response | |
| Yes | No |

**Reference**

[**https://clearhrconsulting.com/blog/hr-smalltalk/how-to-communicate-policies-and-procedures/**](https://clearhrconsulting.com/blog/hr-smalltalk/how-to-communicate-policies-and-procedures/)

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| **Question 5**: Give an example of a customer service standard or procedures that can be followed to ensure copyright, ethics and privacy. | |
| |  |  | | --- | --- | | **Customer service standard/procedure** | **Example** | | **Copyright** | If the client asks for any promotional material, make sure all images in the promotional material are either your company's work or bought legally, like stock images. Also, don't copy anything from the internet without permission since this will be an infringement of copyright. | | **Ethics** | If the customer asks for an advisory about a certain product, recommend the one most suitable for his needs, even if it's cheaper. Never promote the sale of more expensive items to get greater gains; that would be an ethical act. | | **Privacy** | If the customer provides his or her email to send invoices, never use that for sending promotional emails without permission from the person in question. Save the customer data safely and don't send or leak information without permission. | | |
| Satisfactory response | |
| Yes | No |

***References***

[***https://www.copyrighted.com/blog/copyright-marketing-advertising***](https://www.copyrighted.com/blog/copyright-marketing-advertising)

[***https://blog.productmanagementsociety.com/46-ethics-in-product-management-best/***](https://blog.productmanagementsociety.com/46-ethics-in-product-management-best/)

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| **Question 6**: Identify and explain two typical ICT security systems and procedures that can be used to manage IP, ethics and privacy in an ICT environment. | |
| |  |  | | --- | --- | | **System/procedure** | **Explanation** | | **Data Encryption** | Data encryption is the security process in which information is changed into some code form. It can only be transformed into its original, readable form with the use of the decryption key. As a result, it guarantees that even if unauthorized individuals access it, the data remains in a format not readable by them. Encryption protects sensitive intellectual property, customer information, and internal organizational data. For example, when storing or sending confidential customer information, like credit card details, encryption secures the information and also complies with privacy laws such as the Australian Privacy Principles. | | **Access Control System** | Access control systems are those that regulate and restrain access to particular data or resources within an organization, from where it can either be viewed or modified. This could be physical, such as ID cards to access servers, or digital, like password-protected files or IT system controls based on job functions. These systems ensure access to critical data or systems by ensuring that only people authorized with responsibilities and roles do so. Such systems prevent misuse or disclosure of sensitive intellectual property and private customer data by limiting access. For example, only IT staff can enter the server room, while only marketing staff can access customer analytics. This is a proper access level and an ethical consideration that also ensures compliance with privacy laws. | | |
| Satisfactory response | |
| Yes | No |

***References***

[***https://cloud.google.com/learn/what-is-encryption#***](https://cloud.google.com/learn/what-is-encryption)

[***https://thelockshop.com.au/collections/access-control?srsltid=AfmBOop4hPYyvouNoCnP4T-sTQPtwqzwbHr9bAc-oS2qJEzbfph9kCJ9***](https://thelockshop.com.au/collections/access-control?srsltid=AfmBOop4hPYyvouNoCnP4T-sTQPtwqzwbHr9bAc-oS2qJEzbfph9kCJ9)

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| **ASSESSMENT-2 INSTRUCTIONS** |

Assessment Task 2: Project Portfolio

Information for students

In this task, you are required to demonstrate your skills and knowledge by working through a number of activities and completing and submitting a project portfolio.

You will need access to:

* a suitable place to complete activities that replicates a business environment including a meeting space and computer and internet access
* your learning resources and other information for reference
* legislation, standards, codes of practice and ethics records/documentation such as at:
  + <https://www.ipaustralia.gov.au/about-us/legislation/ip-legislation>
  + <https://www.oaic.gov.au/privacy/the-privacy-act/>
  + <https://www.acs.org.au/home.html>
  + <https://www.itpa.org.au/code-of-ethics/>
  + <https://www.geeksforgeeks.org/ethical-issues-in-information-technology-it/>
  + <https://vpsc.vic.gov.au/resources/gifts-benefits-and-hospitality-resource-suite/>
* *Project Portfolio* template
* *ICT Simulation Pack*.

Ensure that you:

* review the advice to students regarding responding to written tasks in the *IT Works Student User Guide*
* comply with the due date for assessment which your assessor will provide
* adhere with your RTO’s submission guidelines
* answer all questions completely and correctly
* submit work which is original and, where necessary, properly referenced
* submit a completed cover sheet with your work
* avoid sharing your answers with other students.

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| **i** | **Assessment information** |
| Information about how you should complete this assessment can be found in Appendix A of the *IT Works Student User Guide*.Refer to the appendix for information on:   * where this task should be completed * how your assessment should be submitted.   *Note*: You must complete and submit an assessment cover sheet with your work. A template is provided in Appendix B of the Student User Guide. However, if your RTO has provided you with an assessment cover sheet, please ensure that you use that. |

Activities

Complete the following activities:

1. **Carefully read the following:**

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|  | This project requires you to analyse legislation and standards relevant to intellectual property, ethics and privacy in the ICT industry and then to develop and document a review plan and contribute to policy and procedures improvements relevant to intellectual property, ethics and privacy.  This project can be based on the case study business in the Simulation pack or you may like to base this on your own business, or a business you are currently working for or are familiar with. It is important that this business has existing policies and procedures in place relating to intellectual property, ethics and privacy. Speak to your assessor to get approval if you want to base this on your own business or one you work for.  You will be collecting evidence for this unit in a Project Portfolio. The steps you need to take are outlined below. |

1. **Preparation**

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|  | Make sure you are familiar with the business you are basing this assessment on and have read through the necessary background information and policies and procedures. For the case study business, this is all of the documents included in the ICT Simulation Pack. If it’s your own business or a business where you are working or are familiar with, it’s important at this step that you have your business or case study approved by your assessor.  Complete Page 4 of your Project Portfolio for this unit.  Read through the requirements of Section 1, 2 3 and 4 of your Project Portfolio which include detailed guidance relevant to all the assessment activities. |

1. **Research**

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|  | You are now to complete Section 1 of your *Project Portfolio* by researching and identifying:   * ICT industry standards for intellectual property, as well as copyright legislation. * Existing legislation relevant to privacy. * ICT industry standards relevant to code of ethics. You should also ensure that you research typical procedures for review and grievance procedures relevant to ethics breaches as you will need this information for activity 5.   While researching this information:   * consider the implication of not complying with this legislation in an ICT environment. * assess the integrity of the information you are using as part of your research i.e. so that you can be sure it is reliable information.   You also need to document this information in your Portfolio. |
| Document | Complete Section 1 of your Project Portfolio. Submit this to your assessor. |

1. **Review and planning**

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|  | Now that you have researched and identified relevant ICT intellectual property, ethics and privacy legislation, standards and codes of ethics, you are to develop a plan to review the organisation’s adherence to IP, ethical and privacy requirements as per your research.  This is to include a review of the organisation’s existing policies and procedures relating to intellectual property, ethics and privacy. If you are completing this for the ICT Simulation Pack this will be the policies and procedures in the ICT Simulation Pack. If it’s for your own business or a business where you are working or are familiar with this will be the business’ policies and procedures relating to intellectual property, ethics and privacy.  Use the Action Plan template to document your plan. Choose an appropriate timeframe for the plan, for example, 12 months. |
| Document | Complete Section 2 of your Project Portfolio. Submit this to your assessor for feedback. Your assessor will respond to you with feedback as required. |

1. **Policy review**

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|  | You are now to implement your plan by reviewing the organisation’s existing policies and procedures relating to intellectual property, ethics and privacy and confidentiality and whether they meet current industry standards/legislative requirements for intellectual property/copyright, privacy and ethics. You are to recommend and make improvements.  You are also required to develop a review and grievances procedure for managing ethical breaches, including confidential reporting of ethical issues. This should be developed in the style of the case study business’ policies and procedures or the business you are working on for this assessment. It can be approximately 1 – 2 pages. |
|  | Work on Section 3 of your Project Portfolio. |

1. **File and share policies and procedures**

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| Document | Now that you have updated your policies and procedures you are to set up appropriate folders in a filing sharing system (such as Dropbox, Google Drive or OneDrive). Then file all the updated documents you have created within these folders.  Check the filing system to determine if the information is accessible, confidential and secure (you will report on this in your Portfolio) and then share the folder with management (your assessor).  When you share the folder, you should also ask for feedback on the updated policies and procedures and the new review and grievance procedure.  Management (your assessor) will respond to you with comments which you will be required to integrate into your documents. |
| Document | Complete Section 3 of your Project Portfolio. Submit this to your assessor. |

1. **Training and information session.**

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| Chat | In a group round-table style discussion with a student group of approximately five, you will present your policies and procedures (as though this is a staff training and information session). You may do this in any format you wish such as developing a PowerPoint Presentation or providing handouts.  You should consider the group of individualised you are to present the policies and procedures to so that you can select and use the most appropriate communication method, format, tone and content.  Other students in your group will also present their training which will allow you to collaborate as a team and also to gain further insights into intellectual property, ethics and privacy.  Each person will have a turn (approximately 15 minutes per person) to present their policies and procedures. Either during the presentation or at the end you are to seek the views and opinions of your team on the policies and procedures. This will ensure an exchange of ideas too.  Your assessor will be looking to see that you can:   * demonstrate effective communication skills including:   + Speaking clearly and concisely   + Using non-verbal communication to assist with understanding   + Asking questions to identify required information   + Responding to questions as required   + Using active listening techniques to confirm understanding |
| **i** | This can either be viewed in person by your assessor or you may like to video record the session for your assessor to watch later. Your assessor can provide you with more details at this step. Make sure you follow the instructions above and meet the timeframes allocated.  Following the meeting you should complete the reflection section of your Portfolio (Section 4) |

1. **Submit your completed Project Portfolio**

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| Document | Make sure you have completed all sections of your Project Portfolio, answered all questions, provided enough detail as indicated and proofread for spelling and grammar as necessary.  Submit to your assessor for marking. |

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| **ASSESSMENT-2 PRACTICAL PERFORMANCE ASSESSMENT TASK**  **[STUDENT RESPONSE FILE]** |
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| Student name: | SONIYA SERPUNJA |
| Assessor: | SUSMITA MAJUMDER |
| Date: |  |
| Business this assessment is based on: | Simulation pack |
| Documentation reviewed as preparation: |  |

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Description automatically generated Section 1: Research

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
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| Intellectual property and copyright standard/legislation  *Research and identify ICT industry standards for intellectual property, as well as copyright legislation.*  *Describe at least one standard for intellectual property and the main legislation for copyright.*  *Describe how you know the source of this information is reliable thereby ensuring the integrity of information.*  *Explain the outcomes of complying with and not complying with intellectual property requirements (at least one example of each).* | **Intellectual property**  Intellectual property (IP) refers to legally protected intellectual creations such as inventions, literary and artistic works, designs, symbols, and brand names.  **Copyright standard/legislation**  Copyright standards are regulations and guidelines for protecting original works such as books, music, films, software, and artwork. These criteria ensure that only the creator or owner can duplicate, share, or sell their work.  Companies like IT Biz Solutions adhere to copyright standards by obtaining permission or licensing (such as from the Copyright Clearance Centre) before using copyrighted goods.  **ICT industry standards for intectual Property**  IT Biz Solutions complies with copyright regulations by getting an annual copyright license from the Copyright Clearance Centre (CCC). This license permits the company to legally reproduce and distribute copyrighted information for internal use without breaking copyright laws. Employees may utilize snippets from newspapers, magazines, journals, and other protected works, as long as they do not substitute subscriptions or principal purchases.  To implement copyright policies and assure compliance, IT Biz Solutions' Chief Information Officer (CIO) has been designated as the Copyright Officer. The CIO is responsible for:   * Managing copyright compliance within the company. * Before employees use any content, determine whether it is covered by the CCC license. * Educating employees about copyright laws and best practices. * Handling copyright infringement complaints and carrying out disciplinary procedures as necessary.   By having a dedicated Copyright Officer and obtaining a CCC license, IT Biz Solutions assures that its employees observe copyright regulations while conveniently accessing and sharing information within the organization.  **Main copyright legislation**  IT Biz Solutions adheres to the Copyright Act 1968 (Cth), which governs copyright protection in Australia. t makes sure creative people automatically hold rights to their original works without the need to register or display a copyright sign (©).  **Key Protections Under the Copyright Act of 1968 (Cth):**  **Automatic Protection:** Works are protected from the moment they are created, regardless of whether they are registered or branded with a copyright symbol.  **Protected works include**   * Printed publications, such as books, newspapers, periodicals, and instructions. * Digital content includes online publications, blogs, applications, and databases. * Visual media includes videos, movies, and online streaming content. * Audio content includes music, radio programs, and recorded performances. * Software applications and databases.   **Exclusive Rights for Creators: The creator has the right to:**   * Reproduce, publish, and distribute their works. * Perform or broadcast their work in public. * Change or adjust their job.   **Breach of Copyright Consequences**   * Unauthorized use, replication, or distribution of copyrighted works may result in legal action, fines, or penalties. * Before using copyrighted content, companies and individuals must obtain permission or a license (such as one from the Copyright Clearance Centre (CCC).  |  |  |  |  | | --- | --- | --- | --- | | **Aspect** | **Compliance with intellectual property requriments** | **Non- Compliance with the intellectual property requriments** | **Examples** | | **Reputation** | Builds trust with clients and partners. | Damages reputation, leading to loss of clients and business opportunities. | A company properly credits and licenses images for their website, gaining customer trust. | | **Financial Impact** | Saves costs by avoiding fines and potential legal fees. | Suffer unexpected costs due to legal disputes or settlement fees. | A business is fined for using unlicensed stock photos in marketing materials. | | **Employee Conduct** | Encourages ethical behavior and responsibility among staff. | Employees may engage in unethical practices, leading to compliance breaches. | Employees are trained to avoid copying and distributing copyrighted training materials without permission. | |
| Privacy legislation  *Research and identify existing legislation relevant to privacy.*  *Identify the name of the Act and describe the key purpose of this legislation.*  *Describe how you know the source of this information is reliable thereby ensuring the integrity of information.*  *Explain the outcomes of complying with and not complying with privacy requirements (at least one example of each).* | **Privacy legislation** - Privacy legislation is defined as the laws and regulations that control how companies gather, maintain, utilize, and disclose personal information, ensuring individuals' data privacy and confidentiality.  **Exisiting legislation relevant to privacy**   * IT Biz Solutions must ensure that recipients have consented to receive marketing materials. * APPs(Australian Privacy Principales) outline how an organization is supposed to handle personal information based on the conditions of collecting data directly from a person, consent, and security. * If IT Biz Solutions collects personal data through online services and electronic communications, then it should conform to restrictions on intercepting and accessing stored communications. * IT Biz Solutions needs to inform the users when data collection is taking place and provide options for managing or opting out of tracking where applicable.   **Privacy Act 1988**  The Privacy Act 1988, regulates how Australian government agencies and many private sector organizations handle personal information. The Act provides for collecting, storing, use, and disclosing personal data of individuals responsibly.  **Key purpose of the legislation:**   * Protect personal data of individuals against illegal access and exposure. * Ensure that organizations handle personal data accordingly. * Give them the right to access and rectify their personal information. * Regulate data security and cross-border disclosure of personal information.   **The source of information, the Privacy Policy and Procedures of IT Biz Solutions, is reliable because:**   * it refers to compliance with APPs(Australian Privacy Principales), which are established under the legally enacted Privacy Act 1988. * This policy includes specific particulars concerning data collection, usage, and security and is in conformation to legal standards. * It follows industry best practices in utilizing Google Analytics, storage securely, and other accesses. * IT Biz Solutions is obliged by the law to operate within the provisions of the Privacy Act; hence, its policy is up-to-date and relevant. * It confirms the accuracy and confidence in the integrity of information by basing policies on government legislation and industry regulations.  |  |  |  |  | | --- | --- | --- | --- | | **Aspect** | **Compliance with Privacy requriment** | **Non Compliance with Privacy requriument** | **Examples** | | **Collection of Information** | Collects personal information directly from the individual. | Collection of personal information without consent | Gathering personal details from unauthorized sources. | | **Marketing** | Sending marketing materials only when consent is granted or reasonably expected. | Sending marketing emails without consent. | Spamming customers with promotions without an opt-out option. | | **Data storage and security** | Implementing security measures such as encryption, password protection, and locked storage for paper records | Keeping personal information in unprotected databases can lead to data breaches. | Leaving customer data in an unencrypted cloud storage folder. | |
| Ethics  *Research and identify ICT industry standards relevant to code of ethics, including typical procedures for review and grievance procedures relevant to ethics breaches.*  *List at least one code of ethics and describe its key purpose.*  *Describe typical review and grievance procedures for ethical breaches.*  *Describe how you know the source of this information is reliable thereby ensuring the integrity of information.*  *Explain the outcomes of complying with and not complying with ethics requirements (at least one example of each).* |  |

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Description automatically generated Section 2: Action Plan for review of organisational adherence to IP, ethics/conduct and privacy requirements.

**Event: Teamwork, Collaboration, and Workplace Communication Standards**

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| --- | --- | --- | --- |
| **What** | **Comments** | **When** | **Completed** |
| **What activities will you be completing** | **Include any comments you need to note** | **Time frames/ deadlines** | **To mark off once completed** |
| Examine team collaboration tools and platforms. | Make sure that staff utilize communication technologies securely and follow to privacy policies. | Week 1 |  |
| Review internal communication policies | Check that the communication guidelines meet with ethical and privacy standards. | Week 2 |  |
| Analyze collaboration and conflict resolution techniques. | Make sure that workplace behavior follows to ethical principles in teamwork and negotiation. | Week 2 |  |
| Collect staff feedback on collaboration efficiency. | Identify ethical and privacy risks during workplace relationships. | Week 3 |  |
| Examine leadership communication strategies. | Examine how managers encourage ethical communication and respect for privacy | Week3 |  |
| Examine workload distribution and fairness. | Assure equal assignments and respect to behavioral at work guidelines. | Week 4 |  |
| Evaluate performance of teams with different functions. | Identify possible conflicts of interest in cooperation between departments. | Week5 |  |
| Organize a working together activity. | Encourage ethical conduct, collaboration, and respect for privacy. | Week 5 |  |
| Create action plans to improve teamwork. | Resolve stressed worries while following to IP, ethical, and privacy standards. | Week 6 |  |
| Prepare a final collaborative compliance report. | Summarize the results, risks, and suggestions for leadership review. | Weeek7 |  |

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Description automatically generated Section 3: Policy update

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| Policy updates  *List the title of the policy and procedures you have developed, as well as the review and grievance procedure for ethical breaches.*  *Then attach them to your portfolio as below.* |  | |
| Policy distribution  *Take a screenshot of the folders you have set up.*  *Describe how the information is secure and accessible.*  *Include logins for this information.* |  | |
| *Feedback*  *Summarise the feedback that you were provided with on policies and procedures and how you used it.* |  | |
| *Presentation*  *Describe how you have decided to present the policies and procedures at your roundtable meeting. Explain why you believe this method is appropriate for your audience.* |  | |
| *Paperclip* Attach: | Updated policies and procedures |  |
| Review and grievance procedures |  |
| Presentation |  |

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Description automatically generated Section 4: Reflection

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| Insights  *Write down what you learnt at the roundtable discussion by listening to other students’ presentations and discussing ideas.* |  |
| *Implement new work procedures according to review plan* |  |

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| **PRE-SUBMISSION CHECKLIST (MUST BE COMPLETED BY THE STUDENT)** | | | |
| **Assessment 1** | | | |
| I have properly answered all the questions including subsections (if any) of assessment-1 as per the assessment requirements (e.g., followed the word limits). | | |  |
| **Assessment 2** | | | |
| Activity-1 | I have responded to all the Sections and their corresponding subsections by including the necessary information (e.g., screenshots, presentation, scope documentation, authorization email, change request, policy, and procedure, and similar) required by the assessment. | |  |
| Activity-2 |
| Activity-3 |
| **Assessment 3** | | | |
| Activity-1 |  | |  |
| **Student Name:** | **SONIYA SERPUNJA** | | |
| **Student Signature: SONIYA** | | **Date:** | |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **RECORD OF ASSESSMENT OUTCOME (ASSESSOR USE ONLY)** | | | | **RESULT**  S: Satisfactory  NS: Not Satisfactory  DNS: Did not submit |
| **Assessment 1** | **Written Question answers** | | | **C  NYC  DNS** |
| **Assessment 2** | **Workplace Project** | | | **C  NYC  DNS** |
| **Assessment 3** |  | | | **C  NYC  DNS** |
| **Final Unit Outcome** | **Competent (C)** | **Not Yet Competent (NYC)** | | |
| **Comments** (if any) |  | | | |
| **Assessor declaration** | I declare that I have conducted a fair, valid, reliable, and flexible assessment with this student, and I have provided appropriate feedback in the assessor and observation checklist. I have also explained about the re-assessment options and appeals rights available to the student. | | | |
| **Sufficient feedback provided to the student  YES  NO** | | | | |
| **Attached/uploaded assessor checklist  YES  NO** | | | | |
| **Attached/uploaded observation checklist  YES  NO** | | | | |
| **Published result and updated the unit report log  YES  NO** | | | | |
| **Assessor Name:** | | | | |
| **Assessor Signature** |  | | **Date:** |  |