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| **Qualification Details** | | |
| **Training Package Code & Title** | ICT - Information and Communications Technology Training Package (Release 6.0) | |
| **Qualification National Code & Title** | | **State code:** |
| ICT40120 Certificate IV in Information Technology | | **BFF9** |
| ICT40120 Certificate IV in Information Technology (Programming) | | **AC07** |
| ICT40120 Certificate IV in Information Technology (Networking) | | **AC10** |
| ICT40120 Certificate IV in Information Technology (Gaming Development) | | **AC17** |
| **Units of Competency (UoC) detailed in this cluster:** | | |
| **Unit National Code and Title** | | **State Code:** |
| ICTICT443 Work collaboratively in the ICT industry | | **OBU17** |

*Students to sign this document when submitting an assessment*

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| **Assessment description** | Assessment 1 – Portfolio of work (Portfolio Task 3) | | |
| **Assessment date** | Weeks 3-10 | | |
| **Student Name** |  | | |
| **Student ID** |  | | |
| **Student Declaration** | I have read and understand the details of the assessment.  I have been informed of the conditions of the assessment and the appeals process.  I agree to participate in this assessment.  I certify that the attached is my own work. | | |
| **Assessors Name** |  | | |
| **Date Due:** | Week 10 | **Date Submitted:** |  |

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| **STUDENT FEEDBACK** | | | | | | |
| **Assessment Decision** | Attempt 1 | | ☐ Satisfactory | | | ☐ Not Yet Satisfactory |
| Attempt 2 | | ☐ Satisfactory | | | ☐ Not Yet Satisfactory |
| Attempt 3 | | ☐ Satisfactory | | | ☐ Not Yet Satisfactory |
| **Assessor Name** |  | | | | | |
| **Assessor Signature** |  | | | **Date:** |  | |
| **Feedback to student** | | | | | | |
| Feedback will be given to you in class or via Blackboard Learning Resource | | | | | | |
| **Feedback from student** | | | | | | |
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| **Student signature** | |  | | **Date:** |  | |

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| **INFORMATION FOR INSTRUCTORS/ASSESSORS** | |
| **Type of Assessment** | Portfolio of work |
| **Submission of Assessment** | Due Week 10 |
| **Location of Assessment** | Classroom |
| **Conditions** | * Students may complete the written tasks in class or at home. * Students must prepare for and participate in practical activities in class or via virtual collaboration tools under observation of the lecturer. * Assessor must use the Observation Checklist and Marking Guides to assess student’s understanding of the concepts, participation and communications skills for this unit of competency. * Any documentation created/completed during the assessment must be submitted via Blackboard. * In order to verify the authenticity of the student’s assessment, you may ask the student to again produce an answer to an existing question. |
| **Elements and Criteria** | **UoC elements:**   1. Identify team protocols requirements for working collaboratively in a virtual environment 2. Develop protocols to work collaboratively in a virtual environment 3. Review compliance with protocols to work collaboratively in a virtual environment   **Performance evidence:**  The candidate 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:   * develop at least two protocols for teams working collaboratively in virtual environments that help achieve team objectives * identify at least two communication tools and technology to support teams working collaboratively in virtual environments   In the course of the above, the candidate must:   * review compliance of protocols to work collaboratively in a virtual environment * seek and respond to feedback * share knowledge and information according to work details, team objectives, organisational policies and procedures.   **Knowledge Evidence:**  The candidate 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:   * legislation, codes, regulations and standards, and work health and safety requirements for collaborative work arrangements\ * organisational cyber security protocols * protocols for virtual ways of working, including:   + virtual platforms used   + frequency of virtual platform use * functions and features of team communication strategies * communication techniques in virtual teams * methods of mediating conflicting perspectives in virtual teams * roles and responsibilities of team members in promoting collaborative work environments * constructive feedback techniques |

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| **INFORMATION FOR STUDENTS** | |
| Purpose of Assessment | Student must be able to demonstrate the understanding and skills required to:   * work collaboratively in virtual Information and Communications (ICT) team environments to achieve organisational objectives. * It includes contributing to performance and capability within teams, participating in team activities, exchanging knowledge and skills and providing support to team members |
| Assessment conditions | Complete the following assessment in class or online, no plagiarism allowed and no copying from other students otherwise a resit will be required.  Arrange with your Lecturer for the date and time for completion of the practical tasks/components.  In order to verify the authenticity of your assessment, your lecturer may ask questions to substantiate it is your own work |
| Allowable materials | Weekly Readings, Class notes, Weekly Activities |
| Required resources | Computer with the access to:   * Internet, LMS (Blackboard) and Microsoft 365 * Access to CITEMS Policies and Procedures via <http://www.citems.com.au/> * Headset and camera |
| Assessment Presentation and Submission | Read through and answer the following questions in each of the three sections. The resources to assist you answer the questions are located within each of the course sections and associated resources.   * Please provide detailed answers for your response to each question. * Create a series of PowerPoint slides for your Presentation. * Questions can be answered into the Word template located on Blackboard.   All questions and activities should be attempted.  Use of research tools and peers in formulating answers are acceptable – but work submitted must be your own work.  For further details and links to the worksheets see the Blackboard course created for this unit.  Final session worksheets are to be uploaded to the appropriate area in the Blackboard course created for this unit.  If you are marked as NYS (Not Yet Satisfactory) on your first attempt, you will be provided with another opportunity to re-attempt the assessment at the discretion of the lecturer. |
| Reasonable adjustment | In some circumstances, adjustments to assessments may be made for you.  See the DAP for more information |
| Portfolio contents | This portfolio consists of 3 Portfolio Tasks:   * Portfolio Task 1 – Identifying requirements for work in virtual environment * Portfolio Task 2 – Develop work protocols for virtual collaboration * Portfolio Task 3 – Review compliance with protocols |

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# Assessment Task 1 – Portfolio Task 3 (Documentation Checklist)

Use the checklist below to ensure you have submitted all the necessary documentation for each portfolio task

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| **List of documents Portfolio Task 3** | **Check** |
| Completed Assessment Task 1 – Portfolio Task 3 (This document) | ☐ |
| Link to a recording of the team meeting | ☐ |

# Assessment Task 1 Scenario Summary

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| **Background information**  You are employed by CITEMS, a Managed ICT Services provider that serves various small, medium and large size businesses around Perth Metro area.  Recently you have been promoted to a Team Lead’s role and as a trial to evaluate your performance, your manager has assigned two (x2) Junior level employees as your subordinates.  CITEMS prides itself with flexible work options while maintaining a high level of productivity. All employees can work up to 3 days from home and remaining days in the office, this means you and your teammates are not always in the office at the same time.  To ensure you maintain effective collaboration and cooperation between you and your team members, you must:   * Review the relevant communication policies and procedures; * Put in place protocols/rules for effective teamwork in a virtual environment; * Evaluate team’s participation practices and find areas for further improvement. |

**Instructions to the lecturer**

* Direct the students to the CITEMS Wordpress Website (<https://www.citems.com.au/>) to access the company’s organisational policies and procedures.
* All policies, procedures and templates required for this assessment are accessible from this website under the ‘Governance’ tab > ‘Administration’ > ‘Policies and Procedures’

**Mandatory requirement:**

To complete some parts of this assessment successfully, you must select and work with 2 team members.

The tasks that require teamwork will be identified with a note ‘**Team task’**

# Portfolio Task 3 – Review compliance with protocols

### Q1 – Participate in the meeting

1. Schedule a meeting using Outlook.
   * Participants must be able to Approve or Deny the invitation.
   * Meeting invitation must contain a brief explanation about the purpose and other relevant details about the meeting.

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| *Insert a screenshot showing your meeting invitation* |

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| * You must use **Microsoft Teams** for this task. * A meeting must be recorded using the Recording feature, and a link to the recording shared. |

1. **Problem solving**

* Before you start working on the next part, your lecturer will provide you with critical information.
* You will be required to resolve various problems within 10-15 minutes before your meeting starts.
* Lecturer must refer to the Marking Guide document for information.

1. **Discussing and reviewing protocols**

Participate in a virtual meeting with your team (this must be done under the observation of your lecturer).

During the meeting you must:

* Explain how you shared the knowledge information and whose work protocols did you follow,
* Provide constructive feedback to your team members about the protocols they have developed,
* Discuss and review the protocols and knowledge information shared by your team members,
* Ask your team for feedback regarding the new protocols and practices developed by you.

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| *Provide a link to the recorded team meeting here:* |

### Q2 – Reflection and responding to feedback

1. In a 1-2 sentences, describe the feedback that was provided to you at the meeting. Was the feedback overall positive or negative?

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| *Write your answer here:* |

1. In 1-2 sentences explain what steps did you take to ensure your feedback is constructive?

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| *Write your answer here:* |

1. In 1-2 sentences explain if the feedback provided to you by your team members was constructive? (Explain why it was or was not constructive)

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| *Write your answer here:* |

1. List 2 things you did or could have done to help resolve the conflicting opinions/perspectives in your virtual team.

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| *Write your answer here:* |

1. Based on the feedback provided at the meeting and your own reflection, document 2 things that could be done to further improve the virtual environment work protocols.

(Actions may apply to you or entire team)

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| *Write your answer here:* |

1. Document your Action Items using the ‘CITEMS-Template-Action Plans’ document (from the CITEMS website <https://www.citems.com.au/>). Save the file in OneDrive and share it with your manager (lecturer).

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| *Insert a screenshot showing your Action Item listed in the Action Plan:*  *Insert a screenshot showing the file was shared with the lecturer:* |

**End of Portfolio Task 3**