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| Student Name |  | | Student Number | |  |
| Unit Code/s & Name/s | BSBINS401 Analyse and present research information  ICTICT443 Work collaboratively in the ICT industry | | | | |
| Cluster Name  *If applicable* | Cyber Research Cluster | | | | |
| Assessment Type | Assignment  Project  Case Study  Portfolio  Third Party Report (Workplace)  Third Party Report (Peer)  Other | | | | |
| Assessment Name | Cyber Research Portfolio | | Assessment Task No. | | 2 of 2 |
| Assessment Due Date | Week 8 | | Date Submitted | | / / |
| **Assessor Feedback:** | | | | | |
| **Attempt 1** | Satisfactory | Unsatisfactory | | Date | / / |
| Assessor Name |  | | Assessor Signature | |  |
| **Student provided with feedback and reassessment arrangements**  *(check box when completed)* | | | Date scheduled for reassessment | | / / |
| **Attempt 2** | Satisfactory | Unsatisfactory | | Date | / / |
| Assessor Name |  | | Assessor Signature | |  |
| Note to Assessor: Please record below any reasonable adjustment that has occurred during this assessment e.g. written assessment given orally. | | | | | |
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| Assessment Criteria / Benchmarks  ***The evidence submitted demonstrates that the student has satisfactorily:*** | Attempt 1 | | Attempt 2 | |
| **Date**  \_\_/\_\_/\_\_ | | **Date**  \_\_/\_\_/\_\_ | |
| Y | N | Y | N |
| PART 1 – Identifying research strategy and collecting research data |  |  |  |  |
| Task 1 Identify research strategy and sources |  |  |  |  |
| 1.1 Evidence that the scenario presented has been reviewed has been provided in the description of the research objectives. |  |  |  |  |
| 1.2 The most suitable research strategy (e.g. qualitative, quantitative or combination) for the research scenario presented has been selected and justified. |  |  |  |  |
| 1.3 Potential sources of information have been identified and their reliability assessed. At least five (5) sources per topic presented. The table provided has been utilised and completed. |  |  |  |  |
| 1.4 Unreliable sources of information have been discarded. If necessary, new sources have been added and assessed. |  |  |  |  |
| 1.5 A meeting with the manager or relevant personnel has been arranged to confirm the efficiency and reliability of the research strategy in light of the research objectives presented in the scenario. Meeting documentation has been presented. |  |  |  |  |
| Task 2 Collecting and storing research information |  |  |  |  |
| 1.6 Collection and storage of research data: |  |  |  |  |
| a)Relevant research information from the sources identified has been collected. |  |  |  |  |
| b) Research information has been stored and secured according to Midtown IT Collection, Storage and Reporting of Research Information procedure. |  |  |  |  |
| PART 2 – Analysing and synthesising research data |  |  |  |  |
| 2.1 Each research topic has been analysed and synthesised according to the research strategy selected. As a minimum, the 5-step strategy provided has been used. |  |  |  |  |
| 2.2 Each research topic’s recurring themes or practices in the research data have been identified and explained and the conclusions made are clearly justified and supported. |  |  |  |  |
| 2.3 Each research topic’s assumptions identified in the analysis have been justified. |  |  |  |  |

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| **PART 3 – Presenting research findings** |  |  |  |  |
| 3.1 Agreed methods to share and report research information across the organisation listed and described. |  |  |  |  |
| 3.2 Research draft report using the template provided according to organisational procedures presented. |  |  |  |  |
| 3.3 Research draft reviewed and discussed with manager or relevant personnel. Discussion documented. |  |  |  |  |
| 3.4 Report draft amended (as needed) and a final report prepared. |  |  |  |  |
| 3.5 Final report presented to manager seeking feedback and confirmation of the suitability and the findings. |  |  |  |  |
| 3.6 Final report amended (as needed) and distributed according to organisational procedures. |  |  |  |  |
| 3.7 **Contingency task**. Assume that after the meeting with the manager (3.3), it is identified that a key research question has not been addressed by the research and no data has been collected. Appropriate answer provided. |  |  |  |  |
| PART 4 – Identifying team protocols requirements |  |  |  |  |
| TASK 1 Cyber safety protocol and virtual meetings protocol |  |  |  |  |
| 1. Two (2) protocols to guide the virtual communications and collaborative activities of the organisation as identified in the scenario presented have been written. The organisational documentation template provided has been used. |  |  |  |  |
| 1. Cyber Safety protocol |  |  |  |  |
| 1. Virtual Meetings protocol |  |  |  |  |
| **TASK 2 Virtual collaboration tools** |  |  |  |  |
| 1. Two (2) industry standard suitable virtual communication and collaborative platforms or tools have been researched and identified. Table provided has been used. |  |  |  |  |
| 1. Internet used to research the collaborative platforms/applications |  |  |  |  |
| 1. Table provided has been used. |  |  |  |  |
| 1. References provided use a formal referencing style such as Harvard or APA |  |  |  |  |

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| **TASK 3 Reviewing selected technologies** |  |  |  |  |
| 1. A checklist to review the technologies selected in 4.2 has been completed. The table provided has been used for the task. |  |  |  |  |
| **Task 4 Reviewing protocols compliance** |  |  |  |  |
| 1. A protocol review compliance checklist has been created for: |  |  |  |  |
| 1. Cyber Safety protocol |  |  |  |  |
| 1. Virtual Meetings protocol |  |  |  |  |
| 1. Two methods that could be utilised to share and distribute the knowledge gained from the compliance review with relevant personnel have been selected and evaluated. |  |  |  |  |
| 1. A meeting with the manager to discuss review outcomes has been arranged and documented. |  |  |  |  |
| **TASK 5 Collecting and replying to feedback** |  |  |  |  |
| 1. A feedback form, including the sections listed below, has been presented. |  |  |  |  |
| 1. Feedback date |  |  |  |  |
| 1. Anonymity option |  |  |  |  |
| 1. Personal contact details (if not anonymous) |  |  |  |  |
| 1. Issue identification |  |  |  |  |
| 1. Issue details |  |  |  |  |
| 1. Expected problem solution (if this applies) |  |  |  |  |
| 1. Appropriate reply provided for Jane, a consultant at Midtown IT, has provided feedback regarding her concerns about using her personal computer and internet connection for work-related purposes. Her main concern is security. |  |  |  |  |
| 1. Appropriate reply provided for John, a consultant at Midtown IT, has provided feedback. John wants to have the Virtual Meetings Protocol improved to include information about how to deal with conflicting views/perspectives in the collaborative work environment. |  |  |  |  |
| 1. Two constructive feedback techniques are listed and described. |  |  |  |  |
| * Technique 1 |  |  |  |  |
| * Technique 2 |  |  |  |  |