# Assessment event 2 of 2: Project-Observation Checklist

## Criteria

### Unit code and name

Cluster | Workplace Security

BSBXCS404 | Contribute to cyber security risk management

ICTICT443 | Work collaboratively in the ICT industry

ICTICT451 | Comply with IP, ethics and privacy policies in ICT environments

### Qualification/Course code and name

Select your Qualification/Course code and name from the dropdown.

ICT40120 | Certificate IV in Information Technology

## Student details

Student name

Student number

Version: 20231218

Date created: 18 December 2023

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This assessment can be found in the TAFE NSW [Learning Bank](https://share.tafensw.edu.au/share/logon.do?.page=searching.do?in%3DC1b145167-45e0-41ec-9f64-92af668e3e54%26q%3D%26type%3Dstandard%26sort%3Drank%26dr%3DAFTER%26page%3D1).

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# Part 3 Consultation

## Observation checklist

The assessor will use this checklist to assess your performance whilst observing you complete Part 2. Use this observation checklist to understand what skills you need to demonstrate.

The observation checklist lists the observable criteria for Part 2. You must meet all the criteria.

Note that S = Satisfactory and U/S = Unsatisfactory. Attempt 2 is required where Attempt 1 is Unsatisfactory.

Table 1 - Observation details

|  |  |  |  |
| --- | --- | --- | --- |
| # | Date | Assessor name | Signature |
|  |  |  |  |
|  |  |  |  |

Table 2 Observation checklist

| Task no. | Did the student do the following? | S | U/S | S | U/S | Assessor comments |
| --- | --- | --- | --- | --- | --- | --- |
| 2.1 | Welcome the consultation meeting participants  Explain the purpose and context of the consultation |  |  |  |  |  |
| 2.2 | Summarise the online protocols you developed previously  Share knowledge and information with others using a digitally based technology and application  Provide information using language and terminology required for the audience |  |  |  |  |  |
| 2.3 | Explain that compliance with the protocols will be monitored during the online consultation meeting  Use appropriate technology platforms to assist with cyber security risk management |  |  |  |  |  |
| 2.4 | Facilitate a group discussion about the strategies for the virtual environment protocols  Seek and respond to feedback on team communication processes  Use listening and questioning techniques and project specific terminology to liaise with team members, present information and obtain feedback |  |  |  |  |  |
| 2.5 | Communicate the potential risks and proposed risk management strategies related to team collaboration  Consult with stakeholders to determine scope of risk management  Provide information using language and terminology required for audience |  |  |  |  |  |
| 2.6 | Facilitate a group discussion about the effectiveness of the cyber security strategies  Seek and respond to feedback  Present options for risk management strategies for approval  Ask open and closed probing questions and actively listen to clarify consultations |  |  |  |  |  |
| 2.7 | Collaborate with the meeting participants to determine and agree on a practical process for team members to warn Gelos Enterprises of potential new cyber security risks  Summarise the agreed strategy  Assist in establishing feedback processes that provide warning of potential new risks according to organisational requirements  Collaborate with others to achieve joint outcomes, playing an active role in facilitating group interaction, influencing direction and occasionally taking a leadership role  Work collaboratively with interdisciplinary teams to develop cyber risk management strategies |  |  |  |  |  |
| 2.8 | Review compliance with the team collaboration and cyber security protocols during the consultation  Discuss any modifications to behaviour that are needed  Monitor whether participants are abiding by organisational IP, ethics and privacy policy and procedures  Contribute to monitoring cyber security risk |  |  |  |  |  |
| 2.9 | Close the meeting |  |  |  |  |  |

## Additional evidence for verification of assessment

Assessors may ask questions to clarify your understanding during the assessment event.

You may be asked questions:

* to clarify your understanding
* to capture contingencies that may form part of the demonstration
* to prevent a work, health and safety incident.

If questions are required during the assessment event, these questions and your responses will be recorded in this table.

Table 3 Additional evidence

| Questions asked by assessor | Student responses |
| --- | --- |
|  |  |
|  |  |
|  |  |