2021 Subject & Assessment Guide

Professional Studies 2

ICT50120 Diploma of Information Technology

CUA51015 Diploma of Screen and Media

academy of interactive entertainment
Sydney Melbourne Canberra Adelaide Lafayette Seattle Online

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Professional Studies 2

Units of Competency

ICTICT532 - Apply IP, ethics and privacy policies in ICT environments
BSBXCS402 - Promote workplace cyber security awareness and best practices
ICTICT517 - Match ICT needs with the strategic direction of the organisation

Assessment processes and competency evidence requirements are described in the *Assessment Criteria* section below. If you have prior or other evidence against competency you should discuss this with your teacher.

Subject Overview

Overall Learning Outcomes

- Demonstrate and apply knowledge of organisational IP, ethics, privacy, and cyber security policies.
- Analyse and apply legislation, standards, and industry best practice to contribute to the development of organisational policies and codes of ethics.
- Demonstrate an awareness of cyber security and support effective cyber security practices in the workplace.
- Interpret and evaluate strategic plans to ensure information technology and communication technology products and systems match strategic direction.

Subject Description

In *Professional Studies 2* you will take on the role of an entrepreneur forming a small, independent game studio. Your task will be to review your studio's organisational policies on IP, privacy, cyber security, and code of ethics to ensure the studio you form is aligned with existing legislation and is managed in a socially acceptable manner.

Part of this process will involve reviewing your studio's strategic direction, provided in a lean business plan, so that information and communications technologies (ICT) can be evaluated and aligned with the business strategy.

On completion of this subject you will have knowledge of legislation and policies that shape a game studio's operation. You will be able to evaluate game development technologies that align with a studio's needs, as well as support effective cyber security practices in your work area.

Industry Relevance

The Australian video game industry contains a healthy percentage of new and/or independent game studios. As of 2019, 55% of all studios in Australia were less than five years old. Graduates of this course will enter a professional environment defined by rapid change, and may find themselves establishing or shaping the policies and procedures of their organisation regardless of whether they enter an established studio, start their own studio, or work as contract developers.

Awareness of Intellectual Property and Copyright policies and procedures is increasingly important in the Australian game development landscape as, according to the latest survey undertaken for the Interactive Games & Entertainment Association (IGEA), almost two-thirds of respondents exclusively develop their own Intellectual Property (IP) while a further 28% develop their own IP alongside producing games and services for clients.

Understanding the strategic direction of a studio is essential to ensure development teams choose ICT technologies and solutions for each creative endeavour that not only allow for optimal workflows, but also align with the strategic direction and enable the long term viability and sustainability of the organisation. All topics presented in this subject provide students with foundational skills in the business of video game development.

Assumed Knowledge

- Basic word processing skills
- Skills at utilising the Internet for research
- Organizational, research and analytical skills

Assessment Criteria

Assessment Description

Assessment Milestones

Please refer to your Class Schedule for actual dates on your campus

General Description

For this assessment you will be provided with a game studio case study, including a lean business plan.

You will need to research and identify industry standard intellectual property (IP), copyright, and cyber security legislation, policies, and procedures. You will also need to analyse the studio's ICT systems and practices in relation to their strategic plan.

A workbook will be provided for you to document your research and analysis at this stage of the assessment.

After your research and information gathering, you will review the studio's organisational policies (provided). These policies include a privacy policy, code of ethics, cyber security policy, and a review and grievance procedure. Your task will be to update these policies and procedures with regards to existing legislation, society and customer expectations, and your studio's strategic direction. You will also analyse the current state of the studio's ICT systems, report on gaps, and recommend improvements.

Your recommendations and changes will take the form of updates to the policy documents, and the creation of an ICT systems report.

The ICT systems report will be an important document for your studio, detailing the software, systems, and technologies that your independent studio will need to use to fulfil your business plan. In your team, you must evaluate the changes you have proposed in your report, ensuring you document the evaluation with reference to scheduling, standards, targets, and implementation methods. A template report will be provided to help you in your planning.

Finally, you will ensure that all policy documents and reports are communicated and reviewed for final sign-off. The review process will involve testing your policy updates by reviewing them against industry standards and discussing the policy revisions with your peers. Action items arising from peer discussions or reviews must be logged, and revisions to documents made accordingly.

Evidence Specifications

This is the specific evidence you must prepare for and present by your assessment milestone to demonstrate you have competency in the above knowledge and skills. The evidence must conform to all the specific requirements listed in the table below. You may present additional, or other evidence of competency, but this should be as a result of individual negotiation with your teacher.

Your Roles and Responsibilities as a Candidate

- Understand and feel comfortable with the assessment process.
- Know what evidence you must provide to demonstrate competency.
- Take an active part in the assessment process.
- Collect all competency evidence for presentation when required.

This table defines what you need to produce as evidence of competency.

Assessment Tasks & Evidence Descriptions

1. Research and identify sources of information
 Evidence that includes:
 • Completed workbook (or similar format) containing research addressing the following:
      o Identify industry standard intellectual property (IP) and copyright legislation, policies and procedures
      o Identify current level of cyber security awareness among team members
      o Identify cyber security threats and trends
      o Identify the organisation's strategic plan
      o Determine current ICT systems and practice

2. Review and update organisational policies   Evidence that includes: • A reviewed privacy policy   • A reviewed code of ethics   • A created 'review and grievance procedure' document   • A reviewed cyber security policy, including details of a cyber security awareness

program

3. Plan ICT changes

Evidence that includes:

- An ICT systems report that:
    - Compares existing ICT systems against the business or strategic plan
    - Proposes changes to ICT systems and products
    - Prioritises proposed changes and suggests scheduling
    - Ensures ICT systems are consistent with privacy policy, code of ethics, cyber security policy, and strategic plan
    - Identifies relevant standards, targets, and implementation methods

4. Communicate and maintain changes

Evidence that includes:

- A least two peer-review consultations have been conducted, with action items documented and any updates to policies or other documents clearly marked as revisions.

Assessment Instructions for Candidate

METHOD OF ASSESSMENT

Assessment is a cumulative process which takes place throughout a subject. A 'competent' or 'not yet competent' decision is generally made at the end of a subject. Your assessment will be conducted by an official AIE qualified assessor. This may be someone other than your teacher. The evidence you must prepare and present is described

above in this assessment criteria document. This evidence has been mapped to the units of competency listed at the beginning of this document. Assessments will be conducted on a specific milestone recorded above in this assessment guide document.

ASSESSMENT CONDITIONS

Formative assessment takes place as your teacher observes the development of your work throughout the subject and, although the assessor is likely to be aware of the evidence you are submitting, it is your responsibility to be prepared for the interview where a competency judgement is made (summative assessment). Forgetting something, or making a small mistake at the time of the milestone assessment, can be corrected. However, the assessor may choose to assess other candidates who are better prepared and return to you if time permits.

Upon completion of the assessment you will be issued with feedback and a record of the summative assessment and acknowledge that you have received the result. If you are absent for the nominated assessment milestone (without prior agreement or a sufficiently documented reason) you will be assessed as not yet competent.

GRADING

The assessment you are undertaking will be graded as either *competent* or *not yet competent*.

REASSESSMENT PROCESS
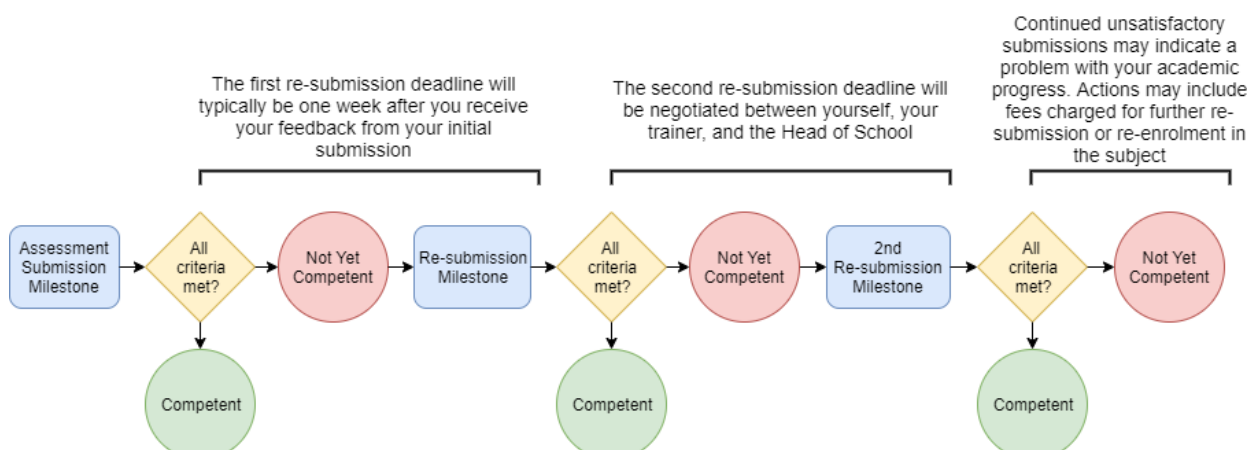
If you are assessed as being not yet competent you will receive clear, written and oral feedback on what you will need to do to achieve competence. Failing to submit an assessment will result in you being assessed as not yet competent. You will be given a reassessment milestone no more than one (1) week later to prepare your evidence. If you are unsuccessful after your reassessment, you may be asked to attend a meeting with your Head of School to discuss your progress or any support you may need and further opportunities to gain competency.

REASONABLE ADJUSTMENTS

We recognise the need to make reasonable adjustments within our assessment and learning environments to meet your individual needs. If you need to speak confidentially to someone about your individual needs, please contact your teacher.

FURTHER INFORMATION

For further information about assessment and support at AIE, please refer to the assessment and course progress sections of your student handbook.

Software

Various production and management software as required by each project and negotiated with your teacher and team.

Microsoft Word

Microsoft Word is industry standard word processing software, development by Microsoft and used throughout the course for creating documents and reports. Microsoft Word allows documents to be saved in *word* format, as well as several other standard document formats including *pdf*.

Learners will have access to Microsoft Word on campus but may also use alternate word processing software capable of loading and saving documents in *word* or *pdf* format.

- https://www.microsoft.com/en-us/education/products/office/default.aspx
- https://www.openoffice.org/

- https://www.google.com.au/docs/about/

Internet Browsers

Use of the internet for research