COURSE NAME / CODE			BTEC National Subsidiary / Diploma / Extended Diploma in IT		
UNIT(s) No / Name			Unit 07 – Organisational Systems Security		
LEVEL	3	Assignment No & Title	Assignment 3 - Issues		

LECTURER/ASSESSOR	Sandra Taylor		
ISSUE DATE	7th November 2016	DEADLINE DATE	28th November 2016
SUBMISSION DATE			
RESUBMISSION AUTHORISATION BY LEAD INTERNAL VERIFIER*		AUTHORISATION DATE (BY IV)	
RESUBMISSION DATE**			

*All resubmissions must be authorised by the Lead Internal Verifier. Only **one** resubmission is possible per assignment, providing:
- The learner has met the initial deadlines set in the assignment, or ha met an agreed deadline extension
- The tutor considers that the learner will be able to provide improved evidence without further guidance
- Evidence submitted for assessment has been authenticated and accompanied by a signed and dated declaration of authenticity by the learner

Any resubmission evidence **must be submitted within 10 working days of receipt of assessment

Student declaration

I declare that this assignment is all my own work and the sources of information and material I have used (including the internet) have been fully identified and properly acknowledged as required.

STUDENT NAME	SIGNATURE

ASSESSMENT DETAILS & GRADING CRITERIA

(NB: Columns 1 &2 of the table below will be completed once the assignment has been submitted) Please note that criteria & evidence should be aimed to give the learner the maximum grade available within their qualification (i.e. A, Pass, Distinction)

Learning Aims Covered	
LO3	Understand the organisational issues affecting the security of IT systems

GRADING CRITERIA FOR TASK		EVIDENCE	EVIDENCE SEEN Y	EVIDENCE SEEN N	Page No#	CRITERIA MET Y	CRITERIA MET I	CRITERIA MET N	CRITERIA MET IV
P4	Explain the policies and guidelines for managing organisational IT security issues	Illustrated report							
P5	Explain how employment contracts can affect security	Illustrated report							
P6	Review the laws related to security and privacy of data	Illustrated report							
M3	Explain the role of ethical decision making in organisational IT security	Illustrated report							
D2	Evaluate the security policies used in an organisation	Illustrated report							

KEY: Y = Yes, I = Incomplete, N = No

BREAKDOWN OF HOW GRADES WILL BE AWARDED:

(NB: Please tick as appropriate)

TYPE OF QUALIFICATION	TICK	DESCRIPTION
BTECS / WORKSKILLS	√	Pass / Merit / Distinction / Fail
A LEVELS / A2		A-U

Internal Verification of Assignment Brief

IV Full Name		Signed		Date:	
LIV Full Name		Signed		Date:	

BTEC SAMPLE MATERIAL
LEARNER CONSENT DECLARATION

Centre No & Name	51330 – UTC Reading	
Subject & Level	BTEC National Subsidiary / Diploma / Extended Diploma in IT	3
Unit No & Title	Unit 07 – Organisational Systems Security	
Learner No & Name		

I agree to the learner work identified above, after having been made anonymous, being used to support any of the following activities, which may involve the display of work online through the BTEC website or through publications:

- Professional Development and Training
- Centre Assessment Example Material
- Standardisation Support
- Publication Materials

Assessor Signature	
Name (block capitals please)	Sandra Taylor
Job Title	Assistant Principal
Date:	

Learner Signature	
Name (block capitals please)	
Parent/Guardian consent if under 16 years of age	
Date:	

Please ensure that this sheet is completed on submission of your assignment.

Please note that your assignment **MUST** have the following (unless otherwise stated):

1. Cover page
2. Table of Contents
3. Introduction
4. Conclusion
5. Bibliography & References

You are a junior for an IT consultancy firm in Hook. Your manager Susan Dillon has asked you to create a set of materials that can be given to organisations in your field (detailed below) so that they can deal with various organisational issues.

You are place d in a group for the sole purpose of being able to narrow down the reports to organisation types.

Aerospace	Simon	Ben
Banks	Josh	Bayley
Government	Pedro	Regan
Educational institutions	Lewis	Harvey
Television broadcast company	Ed	Tiago
Pharmaceutical company	Hayden	Kris
Software development house	Raheem	Elliat
Law firm	Julian	Shaun
Personal security company	Chris	William
Telecommunications	Tom	

TASK 1 - create an illustrated report that can be given to firms when they visit your consultancy

You have been to explain the policies and guidelines employed by an organisation to manage IT security issues. You are required to insure that you relate it to your organisation type above (P4).

Looking at employment contracts, write a piece on how employment contracts can help and hinder an organisation. Again this should be done with consideration to the organisation type you have been allocated above (P5).

Thinking about legislation, review some of the security and privacy laws regarding data in your organisation type area. Consideration should be given to all areas of the business (P6).

Following on from the task above (P6), think about the ethical issues in relation to IT security. Detail at least 2 issues that need considerations. Make sure that you detail the following: - (M3)
• The issue
• The issues involved
• The decision that was come to
• How you would deal with them

Following on from the Merit task above, extend your work to take what you have learnt from the rest of the unit and use it as your basis for evaluating the security policies in an organisation. Your organisation should be one from your organisation type above.
You should look at the way the security is run and detail where changes should be made to improve the efficiency of the organisation. Ensure that you detail where things could be improved and the consequences of doing so and of not doing so (D2).

To achieve the criteria you must show that you are able to:	Unit	Criterion Reference
Create an illustrated report detailing the policies and guidelines that are used to manage it security issues	07	P4

Creation of an illustrated report concentrating on how employment contracts can support or obstruct an organisation	07	P5
Creation of an illustrated report detailing legislation. The areas to be covered are the privacy laws and security policies regarding data. Legislation should be quoted and shown how it should be used in practice.	07	P6
Creation of an illustrated report detailing ethical issues in IT security. Areas to cover: - the issue, the issues involved, the decision that was come to, how the students could deal with it.	07	M3
Creation of an illustrated report, evaluating security policies. The policy should be checked for its effectiveness for detailing practices, where things could be improved and the consequences of doing so.	07	D2

Sources of information	http://www.baesystems.com/ http://www.aerospace.co.uk/ https://www.gov.uk/ http://www.ofsted.gov.uk/ http://en.wikipedia.org/wiki/Media_conglomerate http://newscorp.com/ http://www.jnj.com/ http://www.pfizer.com/ http://www.roche.com/index.htm http://www.boxuk.com/software-development/ http://www.dcslsoftware.com/ http://www.geeks.ltd.uk/home.html http://www.simmons-simmons.com/ http://www.cliffordchance.com/ http://www.magentasecurity.co.uk/ http://www.quantumtrading.co.uk/index.html

P4

- [ ] illustrated report
- [ ] related to organisation type
- [ ] explaination of policies to manage IT security issues
- [ ] explaination of guidelines to manage IT security issues

P5

- [ ] illustrated report
- [ ] related to organisation type
- [ ] employment contracts
- [ ] how they can help an organisation
- [ ] how they can hinder an organsation

P6

- [ ] illustrated report
- [ ] related to organisation type
- [ ] review of security laws
- [ ] review of privacy laws

M3

- [ ] illustrated report
- [ ] related to organisation type
- [ ] ethical issues in relation to IT security (1)
- [ ] the issue
- [ ] the issues involved
- [ ] the decision that was come to
- [ ] how the student would deal with it
- [ ] ethical issues in relation to IT security (2)
- [ ] the issue
- [ ] the issues involved
- [ ] the decision that was come to
- [ ] how the student would deal with it

D2

- [ ] illustrated report
- [ ] evaluate security policies for your org type
- [ ] how it is used
- [ ] where it could be changed
- [ ] how it could be improved
- [ ] the consequences of changing the policy
- [ ] the consequences of not changing the policy