



BSBXCS404

Contribute to cyber security risk management

Assessment 2 of 5

Role Play

ASSESSOR GUIDE



Assessment Instructions

Task overview

Read the instructions carefully before typing your response in the space provided.

Additional resources and supporting documents

To complete this assessment, you will need:

- Learning Resources
- CBSA Communication Policy and Procedures



Assessment Information

Submission

You are entitled to three [3] attempts to complete this assessment satisfactorily. Incomplete assessments will not be marked and will count as one of your three attempts.

All questions must be responded to correctly to be assessed as satisfactory for this assessment.

Answers must be typed into the space provided and submitted electronically via the LMS. Hand-written assessments will not be accepted unless previously arranged with your assessor.

Reasonable adjustment

Students may request a reasonable adjustment for assessment tasks.

Reasonable adjustment usually involves varying:

- the processes for conducting the assessment [e.g. allowing additional time]
- the evidence gathering techniques [e.g. oral rather than written questioning, use of a scribe, modifications to equipment]

However, the evidence collected must allow the student to demonstrate all requirements of the unit.

Refer to the Student Handbook or contact your Trainer for further information.



Please consider the environment before printing this assessment.

Case Study

For the purposes of this task, you will play the role of Tan Yamamoto [Software Developer] at CBSA.

You have been tasked by your manager, Con Kafatos, to attend a stakeholder consultant session so that the participants can determine the scope of risk management work that needs to be completed regarding cybersecurity threats and risks that CBSA may face.

Task 1

You are to play an active role in determining the scope of risk management work required regarding cybersecurity risks and assessments.

Note that you will be undertaking this work in later assessment tasks, so please review these later assessment tasks to gain insight into possible questions you can ask to clarify the work required.

You must comply with **CBSA's Communication Policy and Procedures** during the consultation session.

The role play will be approximately 10–15 minutes.

During the role play, your assessor will be looking to see that you can:

- consult with stakeholders to determine the scope of risk management for cybersecurity threats
- ask open and closed probing questions and actively listen to clarify consultation information.

Assessor instructions: The purpose of this task is to observe the student's skills in a simulated environment.

The student must demonstrate the following skills:

- consult with stakeholders to determine the scope of risk management for cybersecurity threats
- ask open and closed probing questions and actively listen to clarify consultation information.

The student is mostly playing a passive role here as per the requirements of PC 1.1, and some Foundation Skills. Taking part in the consultation meeting, students are expected to ask questions relevant to determining the scope of risk management, such as:

- *What tasks need to be completed?*
- *Who is responsible for undertaking these tasks?*
- *What is the timeframe to complete each task?*

Role play instructions

In this task, you will participate in a role/play meeting with **two (2) others**. These may be sourced using one of the following options:

- peers to who you are already working within the industry your qualification relates to.
- fellow students who will play the role of the stakeholders. Please contact your fellow students via the Discussion Forum and coordinate your role play with them directly.

The role play/meeting must not exceed **15 minutes** in duration and must address all elements of the Observation Checklist below.

If you are unable to find participants to play the role of the other team members, contact your assessor via the Discussion Forum, who will discuss options for pairing up with other students to complete this task.

Option 1: Peer participants

Should you complete this task with your peers, you must fully brief all participants, providing them with the context of the role play/meeting, a role outline to play and a copy of the observation checklist so that they can prepare for the recording.

Peers will need to state their name and job title at the start of the recording to inform consent.

Option 2: Fellow student participants

Fellow students participating in the recording must be provided with context to their role and responsibilities in the session and have reviewed the assessment activity and observation checklist so that they can prepare for the recording.

Students will need to state their name and that they are a student [as their job title] at the start of the recording to inform consent.

Participants' briefing instructions:

Role 1: Con Kafatos

You are playing the role of Con Kafatos, who is the student's manager. Con requested this consultation session to determine the scope of the risk management work regarding cybersecurity threats and risks.

During the role play, you will be the person leading the session to help answer questions that arise during the consultation, such as:

What tasks need to be completed?

Who is responsible for undertaking these tasks?

What is the timeframe to complete each task?

To start the session, please welcome the participants with a leading statement similar to the following:

'Welcome, everyone, and thanks for attending the consultation session. This session aims to determine the scope of work that needs to be undertaken to minimise cybersecurity threats and risks that CBSA may face.'

Then if other role play participants don't interrupt with questions at this point, proceed with a statement similar to the following.

'My thoughts are that we need to:

- *create a cybersecurity threat register*
- *assess the risks that these cybersecurity threats pose to CBSA operations*
- *develop an action plan to implement strategies to minimise these threats.*

What does everyone think?’

This should allow the student a chance to input into the consultation session with their response, including any questions they may have.

A main part of the consultation is assigning these tasks (listed above) to the student and determining how many cybersecurity threats should be focused upon for these tasks. Use a statement like the following:

‘I would like you, Tan, to work on these tasks. Do you have any questions regarding these tasks?’

Questions that student might ask could be:

Are there any specific documents that I can use?

Do I need to develop new templates/documents for these tasks?

What Policies and Procedures I need to follow/use in this process?

Are there specific threats I need to focus on?

You need to get the agreement of the student to undertake these tasks, that they need to focus on five specific cybersecurity threats, and to gain a rough date on when the student will be able to complete these tasks.

When an agreement is reached, close the consultation session with a similar statement:

‘Excellent. I think we have a good plan moving forward. Thanks for everyone’s time and input.’

Role 2: Tina Yates

You are playing the role of Tina Yates, the IT Technician at CBSA. You are a co-worker of the student and work in the Information Technology department with them. You have been requested to attend the consultation session by the other role play participant, Con Kafatos, the IT Manager for your department, for your input.

During the role play, you should be accommodating to the presented information but should ask clarifying questions if you don’t understand what information is being presented by the other participants. Your role is mostly passive, but you should offer suggestions if you notice anything the other participants are missing.

Recording instructions

Your role play must be recorded with all participants captured in a virtual room using a system such as Zoom, Skype or Teams.

Consent to participate in the recording must be captured for all participants at the start of the meeting. This is achieved by the student reading the following statement at the start of the recording, with all participants replying with their name and job title to inform consent.

"This session/presentation is being recorded for assessment purposes for my course with Swinburne Open Education. This session will be recorded and submitted through my course online learning platform to my Assessor for grading. All participant/s in this session indicate their consent to be included in this recording by stating their name and job title."

The time taken to capture consent at the start of the recording does not count towards the recording time limit.

Include this recording as part of your assessment submission.

ASSESSOR OBSERVATION CHECKLIST

Students are required to upload a video of themselves and **two (2) others** engaged in a short meeting.

The participants must be fully briefed as outlined in the role play instructions.

The meeting should be a maximum of **15 minutes**.

Students must demonstrate each of the performance criteria outlined in the observation checklist below.

ACTIVITY	SATISFACTORY YES / NO	ASSESSOR COMMENTS
Task checklist		
<ul style="list-style-type: none"> The student plays an active role in the consultation session, asking questions and providing responses to questions asked. 		<p><i>The student actively participates in the stakeholder consultation, asking clarifying questions such as:</i></p> <ul style="list-style-type: none"> <i>Are there any specific documents that I can use?</i> <i>Do I need to develop new templates/documents for these tasks?</i> <i>What Policies and Procedures I need to follow/use in this process?</i> <i>Are there specific threats I need to focus on?</i> <p><i>The student complies with the Communication Policy and Procedure at all times during the role play:</i></p> <ul style="list-style-type: none"> <i>show respect to other attendees</i> <i>doesn't speak over other attendees</i> <i>act ethically during the meeting</i> <i>answers questions posed to them openly and with honesty</i> <i>focuses on consultation topic and moves forward towards a final decision.</i>

<ul style="list-style-type: none"> The student consulted to determine the scope of the risk management activities. 			<p><i>Student understands and acknowledges the agreement reached by the stakeholder participants during the meeting on what risk management activities will be undertaken and by who through asking questions similar to:</i></p> <ul style="list-style-type: none"> <i>What tasks need to be completed?</i> <i>Who is responsible for undertaking these tasks?</i> <i>What is the timeframe to complete each task?</i>
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Assessment checklist:

Students must have completed all questions within this assessment before submitting. This includes:

1	Rola Play	<input type="checkbox"/>
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Congratulations you have reached the end of Assessment 2!

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