ICTICT451

Comply with IP, ethics and privacy policies in ICT environments

Assessment 4 of 4

Case Study

Assessor Guide

Assessment Instructions

Task Overview

Read each question carefully before typing your response in the space provided.

Important: Before commencing your work, you must update your *Student name* and *Student number* in the footer from **page 2** onwards.

Additional Resources and Supporting Documents

To complete this assessment, you will need:

- Learning Material

- ICTICT451_04_Risk Register

- ICTICT451_04_Non-Compliance Incident Violation of Policies and Legislation on IP Infringement
- ICTICT451_04_ICT Risk Management Policies 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 Learning Platform. 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.

Bounce Fitness prides itself on upholding the highest standards of integrity and professionalism in its ICT environments. This includes strict adherence to intellectual property (IP), ethics and privacy policies to safeguard sensitive information and ensure the trust and confidentiality of all stakeholders.

For the purpose of this assessment, you will play the role of the Network Operations Technician at Bounce Fitness. More information about your role is provided in ICTICT451_02_Job Description Network Operations Technician.

For the purpose of this assessment, Bounce Fitness is located in your State/Territory.

Task 1

As a Network Operations Technician, you must review the organisation's risk documents and provide recommendations to overcome identified areas of non-compliance.

To complete this task, you must:

a. Access and review the following documents:

   i. **ICTICT451_04_Non-Compliance Incident – Violation of Policies and Legislation on IP Infringement**

   ii. **ICTICT451_04_ICT Risk Management Policies and Procedures**

   iii. Legislative documents relevant to IP, ethics and privacy, including state/territory or commonwealth legislation and codes of practice/standards.

   This must be the same set of legislative documents accessed and reviewed in *Assessment 2*.

b. Identify at least **two risks** relevant to non-compliance to IP protection policies and procedures present in the organisation.

c. Assess the impact of each identified risk.

   In doing this, identify the following information:

   i. Likelihood of risk

   ii. Risk rating

   iii. Consequence of risk

   iv. Risk rating

   v. Priority level

d. Identify at least **one recommended control measure** that can address the identified risks.

e. Use the **ICTICT451_04_Risk Register** template to log the information established in steps b to d. Save and submit your work using the following naming convention:

   <Student Number>_Risk Register

Assessor instructions: Students must complete the ICTICT452_04_Risk Register template.

The acceptable responses must:
- Be within the specified word limit.
- Reflect the characteristics described in the exemplar answer.

Benchmark answers, as well as instructions for the assessor, are provided in the ICTICT452_04_Risk Register - Assessor Guide.

To complete this task, you must:

a. Send an email to the CEO using the Email template below to provide a copy of the Risk Register.

b. In your email, you should include:

- Recipient, sender, subject, attachment
- Greeting the recipient
- The reason for your email
- Short explanation of what is covered in the risk register

[Approximate word count: up to 80 words]

Assessor instructions: Students must send an email using the email template below.

The acceptable responses must:

- Be within the specified word limit.
- Reflect the characteristics described in the exemplar answer.

A benchmark answer is provided below.

Email Template

To:	<<Add name(s) and position title of main email recipients here>> Ceo
From:	<<Add your name and position title here>> Student Name
CC:	<<Add names and position titles of carbon copy email recipients here>>
Date/time:	<<Add the time and date of the email here>> 15.04.23, 11:30 a.m.
Subject:	<<Add the subject of the email here>> Risk Register
Attachments:	<<Add the name of any attachments here>> Risk Register

Dear <<Add email recipient(s) name here>>,

<<Add message here>>

Dear CEO,

I am sending you this email to inform you about the identified areas of non-compliance at Bounce Fitness and offer recommendations to overcome them.

I have attached a risk register document which includes:

- All the identified risks
- Impact of the risks
- Recommended control measures for each identified risk

If you have any questions, please do not hesitate to contact me.

Regards,

Jacinta Scotts

Centre Manager

Regards,

<<Add your name here>>

<<Add your job position here>>

Assessment submission checklist

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

1	Task 1 – <Student Name>_Risk Register	☐
2	Task 2 – Email	☐

Assessment feedback

Assessors are to indicate the assessment outcome as Satisfactory [S] or Not Yet Satisfactory [NYS].

Assessor comments:	☐ S	☐ NYS

Congratulations, you have reached the end of Assessment 3!