



ICTICT443

# Work collaboratively in the ICT industry

## Assessment 4 of 7

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
- ICTICT443\_04\_Communication Tools and Technology for Virtual Collaboration
- ICTICT443\_04\_Virtual Technology and Tool Review Report

## 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.

## Case Study

Bounce Fitness prides itself on fostering a collaborative environment where teamwork and technology converge to achieve organisational goals. As a leading fitness facility in Australia, Bounce Fitness recognises the importance of using technology to make virtual collaboration across teams efficient and effective.

More information can be found on the Bounce Fitness website: [Bounce Fitness Home - Bounce Fitness \[precisionresources.com.au\]](http://precisionresources.com.au)

As a Team Leader for Bounce Fitness, you are responsible for the following:

- Developing protocols for teams working collaboratively in virtual environments that help achieve team objectives.
- Identifying communication tools and technology to support collaborative teams in virtual environments.

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

## Task 1

As a Team Leader for Bounce Fitness, you must identify and review the communication tools and technology for use in the virtual work environment.

To complete this task, you must:

- a. Access and review the **ICTICT443\_04\_Communication Tools and Technology for Virtual Collaboration** document to determine the policies on communication tools and technology for virtual work teams.
- b. Identify the following based on the information reviewed:
  - i. At least **two types of technology** that can be used for virtual collaborations
  - ii. At least **two communication tools** that can be used for virtual collaborations
- c. Review each communication tool and technology to be used:
  - i. List at least **three of their relevant features** in line with the virtual work to be conducted.
  - ii. Describe the strengths and weaknesses of each technology.
  - iii. Describe how the tool and technology will be used in virtual work.
  - iv. Identify how often each tool and technology will be used in line with the virtual work described.
- d. Describe at least **two protocols to be followed** when using the available technology and tools in virtual collaboration.
- e. Use the **ICTICT443\_04\_Virtual Technology and Tool Review Report** to record all the information gathered in this task.

Save and submit your work using the following naming convention:

**<Student Name>\_Virtual Technology and Tool Review Report**

**Assessor instructions:** Students must complete the **ICTICT443\_04\_Virtual Technology and Tool Review Report** template.

The acceptable responses must:

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

Benchmark answers and instructions for the assessor are provided in the [ICTICT443\\_04\\_Virtual Technology and Tool Review Report - Assessor Guide](#).

# Assessment submission checklist

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

1	Task 1 – <Student Name>_ Virtual Technology and Tool Review Report	<input type="checkbox"/>
---	--	--------------------------

## Assessment feedback

Assessors are to indicate the assessment outcome as Satisfactory (S) or Not Yet Satisfactory (NYS).

<b>Assessor comments:</b>	<input type="checkbox"/> S	<input type="checkbox"/> NYS
---------------------------	----------------------------	------------------------------

  
**Congratulations, you have reached the end of Assessment 4!**

© 2023 Precision Group (Australia)

No part of this resource may be reproduced in any form or by any means, electronic or mechanical, including photocopying or recording, or by an information retrieval system without written permission from Precision Group

(Australia). Legal action may be taken against any person who infringes their copyright through unauthorised copying.

These terms are subject to the conditions prescribed under the Australian Copyright Act 1968.

© UP Education Online Pty Ltd 2023

Except as permitted by the copyright law applicable to you, you may not reproduce or communicate any of the content on this website, including files downloadable from this website, without the permission of the copyright owner.

### WARNING

This material has been reproduced and communicated to you by or on behalf of UP Education in accordance with section 113P of the *Copyright Act* 1968 [the Act].

The material in this communication may be subject to copyright under the Act. Any further reproduction or communication of this material by you may be the subject of copyright protection under the Act.

Do not remove this notice.