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
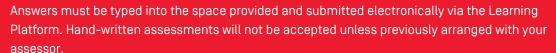- ICTICT443_04_Virtual Technology and Tool Review Report

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.

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 [precisionrtoresources.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	☐

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 4!