



ICTICT443

Work collaboratively in the ICT industry

Assessment 5 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_05_Cyber Security Policies and Procedures
- ICTICT443_05_Collaboration and Cyber Security Guidelines

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 \[precisiontoresources.com.au\]](http://precisiontoresources.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 develop the following protocols for working collaboratively in a virtual work environment:

- Protocols for knowledge-sharing
- Cyber security protocols.

To complete this task, you must:

- Access and review the following:
 - Work details and team objectives identified in the **Team Protocol SOP Template** completed in *Assessment 3*
 - Organisational Cyber security procedures – **ICTICT443_05_Cyber Security Policies and Procedures**
- Develop at least **two protocols** your team must follow when sharing knowledge collaboratively in a virtual work environment.

You can write more protocols as needed. However, each protocol must align with the team's work details and objectives.
- Develop at least **three cyber security protocols** your team must follow in a virtual work environment. Each protocol must align with your organisation's cyber security procedures
- Use the **ICTICT443_05_Collaboration and Cyber Security Guidelines** template to document these protocols.

Save and submit your work using the following naming convention:

<Student Name>_ Collaboration and Cyber Security Guidelines

Assessor instructions: Students must complete the **ICTICT443_05_ ICTICT443_05_Collaboration and Cyber Security Guidelines** 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_05_Collaboration and Cyber Security Guidelines - Assessor Guide**.

Assessment submission checklist

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

1	Task 1 – <Student Name>_Collaboration and Cyber Security Guidelines	<input type="checkbox"/>
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Assessment feedback

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

Assessor comments:	<input type="checkbox"/> S	<input type="checkbox"/> NYS
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Congratulations, you have reached the end of Assessment 5!

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