ICTICT451 - Comply with IP, ethics and privacy policies in ICT environments

MONITORING LOG TEMPLATE	
Student Name	
Workplace/Organisation	Bounce Fitness
Date Prepared	
State/Territory	

To the student: For EACH of the 6 sets of policies and procedures you will monitor implementation of, produce one copy of the following pages.

Name of Policy **Assessor instructions:** The student must identify the name of the policy being monitored This must correspond to at least one of the three identified policies from the Compliance Guide completed.	Intellectual Property (IP) Policy
Name of Relevant Procedure **Assessor instructions:** The student must identify the name of the procedure being monitored This must correspond to one procedure relevant to the identified policy, as established in the Compliance Guide completed.	IP Handling Procedure

Coverage of IP Policy and Procedure **Assessor instructions:** The student must identify the scope of the IP policy and procedure being monitored. This must correspond to at least one of the following topics, as identified in the Compliance Guide*:* ▪ Intellectual property used in the organisation ▪ Ethical standards for handling IP ▪ Privacy considerations in handling IP	Intellectual property used in the organisation

A. Personnel Compliance **Assessor instructions:** This section must contain an evaluation of at least two personnel's compliance during their implementation of EACH identified policy and procedure.			
Personnel 1			
Name of Personnel **Assessor instructions:** This must correspond to the names of the personnel identified In the Compliance Guide completed		**Role of Personnel** **Assessor instructions:** This must correspond to the work roles of the personnel identified In the Compliance Guide completed	Network Security Analyst

Responsibilities	**Evidence of Performance**	**Evaluation**
This must include ALL responsibilities of the identified personnel relevant to the identified policy and procedure **Assessor instructions:** This refers to the specific duties that each personnel are assigned to fulfil over the course of the implementation of the assigned policies and procedures. This must correspond to the identified tasks in the Implementation Plan section of the Compliance Guide. These must be the tasks assigned to each corresponding personnel.	*At least one evidence of performance for EACH identified responsibility* **Assessor instructions:** This refers to measurable or observable proof that the personnel has successfully completed their assigned tasks according to the set requirements, e.g. 'the candidate facilitated a meeting with Teams A, B and C to discuss the content of the policy and procedure.' This must correspond to the expected outcomes identified in the Implementation Plan section of the Compliance Guide template completed.	*An evaluation of the performance in EACH identified responsibility.* **Assessor instructions:** This refers to a brief explanation containing an assessment of how well the personnel has performed their assigned tasks. This must correspond to the performance indicators for each policy/procedure established in the Compliance Guide completed.
i. Responses can include Conducting regular security assessments and vulnerability scans, implementing security measures, and	Completed security assessments, implemented encryption protocols, and conducted training sessions.	i. Effectively conducted regular security assessments and vulnerability scans, ensuring network security compliance.

collaborating with the Systems Administrator.		ii. Efficiently implemented encryption protocols and conducted training sessions, demonstrating proactive measures in network security..
ii.		

Add more rows as necessary.

Personnel 2			
Name of Personnel **Assessor instructions:** This must correspond to the names of the personnel identified In the Compliance Guide completed		**Role of Personnel** **Assessor instructions:** This must correspond to the work roles of the personnel identified In the Compliance Guide completed	Systems Administrator

Responsibilities *This must include ALL responsibilities of the identified personnel relevant to the identified policy and procedure* **Assessor instructions:** This refers to the specific duties that each personnel are assigned to fulfil over the course of the implementation of the assigned policies and procedures. This must correspond to the identified tasks in the Implementation Plan section of the Compliance	**Evidence of Performance** *At least one evidence of performance for EACH identified responsibility* **Assessor instructions:** This refers to measurable or observable proof that the personnel has successfully completed their assigned tasks according to the set requirements, e.g. 'the candidate facilitated a meeting with Teams A, B and C to discuss the content of the policy and procedure.'	**Evaluation** *An evaluation of the performance in EACH identified responsibility.* **Assessor instructions:** This refers to a brief explanation containing an assessment of how well the personnel has performed their assigned tasks. This must correspond to the performance indicators for each policy/procedure established in the Compliance Guide completed.

Guide. These must be the tasks assigned to each corresponding personnel.	This must correspond to the expected outcomes identified in the Implementation Plan section of the Compliance Guide template completed.	
i. Responses can include Configuring and maintaining server infrastructure and implementing backup and disaster recovery solutions.	Implemented encryption protocols, enforced access controls, and conducted training sessions.	i. Successfully configured and maintained server infrastructure, ensuring server security compliance. ii. Efficiently implemented backup and disaster recovery solutions, demonstrating proactive measures in data protection.
ii.		

Add more rows as necessary.

B. Policy/Procedure Effectiveness		
Area for Monitoring *This section must include ALL areas for monitoring* **Assessor instructions:** This must correspond to the identified ‘Areas for Monitoring’ in the Policy/Procedure Effectiveness Monitoring Plan in the Compliance Guide completed	**Evidence of Effectiveness** *This section must include at least one evidence of effectiveness for EACH area for monitoring* **Assessor instructions:** This refers to measurable or observable proof that the policy or procedure is able to perform its intended actions, e.g. ‘All oriented personnel were able to comply with the prescribed practice.’ This must correspond to the identified ‘Performance Indicators’ in the Policy/Procedure Effectiveness Monitoring Plan in the Compliance Guide completed	**Evaluation** *This section must include an evaluation of the each identified area for monitoring* **Assessor instructions:** This must correspond to a brief explanation containing an assessment of how the implemented policies and procedures are able to protect intellectual property. This must correspond to the following information established in the Compliance Guide: ▪ Corresponding legislative requirements for each policy or procedure ▪ Performance indicators for each policy or procedure
i. Network Security Measures	Completed security assessments, implemented encryption protocols, conducted training sessions.	The implemented policies and procedures effectively protected intellectual property by enhancing network security measures, as evidenced by completed security assessments and proactive measures taken.
ii.		

Add more rows as necessary.

C. Risks Present During Policy/Procedure Deployment

This section must include ALL risks encountered during policy and procedure deployment

Assessor instructions: This refers to the actual risks present during the policy/procedure implementation.

Risk 1: Phishing Attacks Likelihood: Possible Consequence: Major Risk Rating: Moderate

Risk 2: Unsecured Wi-Fi Network Likelihood: Possible Consequence: Serious Risk Rating: Moderate

D. Recommendations for Improvement

This section must include at least one recommendation for improvement

Assessor instructions: This refers to a suggested action that can be implemented by the organisation to improve the effectiveness of the identified policies and procedures in the workplace.

This must correspond to the following information established in the Compliance Guide completed in Workplace Assessment Task 1:

- Corresponding legislative requirements for each policy/procedure
- Performance indicators for each policy/procedure

- Continue to conduct regular security assessments and vulnerability scans to identify and address potential risks proactively.
- Enhance collaboration between Network Security Analyst and Systems Administrator to ensure comprehensive network security measures.
- Implement continuous training and awareness programs for employees to strengthen network security practices.

END OF MONITORING LOG TEMPLATE