



## Student Assessment Book

BSBXCS301 - Protect own personal online profile from cyber security threats (Release 1)



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Claydon Brothers

## Document Control

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## Introduction

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This unit describes the skills and knowledge required to protect own personal online profile from cyber security threats, and to limit the potential impact of online security breaches.

It applies to those working in a broad range of industries and job roles under some supervision and guidance, who protect their own online profile so that it is cyber secure.

No licensing, legislative or certification requirements apply to this unit at the time of publication.

## Pre-requisite Unit

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Nil.

## Learning Outcomes

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1. Identify existing and potential security threats to own personal online profile
2. Audit own personal online profile for identified security threats
3. Address identified existing and potential security threats to own personal online profile

## Assessments Overview

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This Assessment Booklet includes all your tasks for the assessment in this unit of competency and you must complete all assessment tasks.

Assessment Task	About this Task
Assessment Task 1: Written Questions	You must correctly answer all questions to show that you understand the knowledge required for this unit.
Assessment Task 2: Practical Project	You will demonstrate your performance in the skills listed in the Assessor Checklist by completing the tasks presented.

## **How to submit your Assessments**

When you have completed each assessment task, submit all evidence listed to your Assessor either in hardcopy, electronically by email or uploading to the RTO's Assessment Portal or as otherwise instructed by your Assessor.

Make sure you keep a copy of all submitted work as your Assessor will not return these to you. It is your responsibility to keep this copy until you have completed the course.

## **Assessment Cover Sheet**

Each Assessment Task has a cover sheet that you need to complete and sign the declaration. Submit this with your evidence for each Assessment Task. Ensure you answer all questions and complete all details prior to submitting this form.

## **Feedback from your Assessor**

Your Assessor will provide feedback on the Record of Outcome for each Assessment Task. This form will be provided to you, and you must return this form to the Assessor for storage. Sign and Date this form. Provide any comments that you wish your Assessor to know.

## **Resubmission of any Assessment Task**

If you get something wrong and have to resubmit a part of your evidence or re-do a task again, the Assessor will discuss this with you and provide a deadline for you to resubmit the evidence by.

## **Deadlines for submission of evidence**

Your Assessor will notify you of the last possible date of submission of evidence. There are no extensions provided unless there are extenuating circumstances. You would need to apply for an extension with your Assessor stating the grounds for the request. Do not assume an extension will be approved. It rarely is.

## **Purpose of the Assessments**

All assessments have been created for you to be able to demonstrate your competency levels in each area. When you are graded Satisfactory in each Assessment Task, this leads to a competent result in the entire unit.

## **Assessment decisions**

Your Assessor will mark each assessment task against the performance and knowledge criteria in the unit. Each aspect of the criteria being tested is listed in the section of the assessment ***"You will be required to have a good understanding of the following areas"***.

## Assessment Cover Sheet

<b>Student Name</b>		<b>USI</b>	
<b>Unit of Competency</b>	BSBXCS301 - Protect own personal online profile from cyber security threats (Release 1)		
<b>Assessors Name</b>			
<b>Assessment Task 1</b>	Written Assignment		
<b>Submission Date</b>			
<b>Answer the following questions prior to commencing the Assessment Task</b>	<b>Yes</b>	<b>No</b>	
Are you ready to be assessed? I understand the assessment instructions and requirements and consent to being assessed. <i>(i.e. you have completed all training and feel confident to undertake the assessment. You know the purpose of the assessment and what resources I can use).</i>			
Do you understand your rights in the assessment process?			
Do you understand the appeal system if you are not happy with your outcomes?			
Do you have any special needs or support to be considered during assessment? <i>(If Yes, advise your Assessor of what support you will need).</i>			
Do you understand that you can apply for Recognition of Prior Learning (RPL) instead of completing the assessment? <i>(i.e. the reason would be that you already have attained this unit or have the knowledge and skills to be assessed immediately without training).</i>			
Do you know what evidence you must submit for this assessment?			
Do you understand the assessment process as explained by your Assessor?			
<b>Student's declaration</b>			
<ul style="list-style-type: none"> <li>• I declare that the evidence I have supplied is my own work.</li> <li>• None of this work has been completed by any other person.</li> <li>• I have not cheated or plagiarised the work or colluded with any other student/s.</li> <li>• I have correctly referenced all resources, reference texts throughout this assessment task.</li> <li>• I understand that if am in breach of this policy that disciplinary action may be taken against me.</li> </ul>			
<b>Student's Signature</b>		<b>Date</b>	

## Assessment Task 1: Record of Outcome

Assessment Task #	Name of Assessment Task	Satisfactory	Not Yet Satisfactory
Assessment Task 1	Written Assignment	<input type="checkbox"/>	<input type="checkbox"/>
<b>Assessor Statement</b>	I certify that the student being assessed has the skills, knowledge and abilities as described in the unit of competency and associated assessment requirements. The quality, quantity, currency, and relevance of the assessment evidence enabled me to make a judgement of competency for this student. I have uploaded this student's evidence for the RTO to certify and forwarded results to the Administration for entry into RTO Student Management System on the Record of Outcome Form at the end of the Student Assessment Book.		
<b>Feedback to Student</b>			
I acknowledge the feedback provided by my Assessor. Provide any comments below that you wish your Assessor to know.			
<b>Student's signature</b>		<b>Date</b>	
<b>Assessor's name</b> Please print			
<b>Assessor's Signature</b>		<b>Date</b>	

# Assessment Task 1: Written Assessment

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## Overview of Task

You are to answer all the questions in this task.

## What resources do I need to complete this task?

- Access to learning materials
- Access to a computer and the Internet
- Access to word processing software
- Access to Policies and Procedures
- Access to Manufacturers manuals/guidelines
- Access to the Resources Folder for documents from the Internet and Templates

## Instructions to Students:

- This is an open book test which means you can use your learning materials as a reference.
- You need to answer all questions
- You must answer the questions by writing in the space provided or by word processing your answers. It is recommended that all evidence is word processed wherever possible.
- Note: If you hand write your answers and the Assessor cannot read your handwriting the evidence will be returned to you to word process.
- Your Assessor will advise you if you can email your evidence or if you have to print it out and submit hard copies.
- Submit your evidence on time.
- Your evidence must be authentic (original, references, not plagiarised).

1.

## You will be required to have a good understanding of the following areas:

The candidate must be able to demonstrate knowledge to complete the tasks outlined in the elements, performance criteria and foundation skills of this unit, including knowledge of:

- legislative requirements relating to reporting cyber security threats
- organisational policies and procedures relating to online profiles, including escalation routes for cyber security issues
- basic principles of cyber security, including:
  - importance of data confidentiality, integrity and availability
  - common cyber security terms
  - common cyber security threats that individuals might be exposed to online
  - secure internet browsing
- risk factors relating to own personal online profile, including:
  - password management practices:
  - strength of created passwords



<b>Evidence Submitted to Assessor - Tick if submitted (✓)</b>		<b>Submitted</b>
<b>Attach this checklist to your Assessment Cover Sheet and evidence</b>		
1	Answers to Questions 1-22 in this task	<input type="checkbox"/>
2	Assessment Cover Sheet	<input type="checkbox"/>

## Assessment Cover Sheet

<b>Student Name</b>		<b>USI</b>	
<b>Unit of Competency</b>	BSBXCS301 - Protect own personal online profile from cyber security threats (Release 1)		
<b>Assessors Name</b>			
<b>Assessment Task 1</b>	Written Questions		
<b>Submission Date</b>			
<b>Answer the following questions prior to commencing the Assessment Task</b>		<b>Yes</b>	<b>No</b>
Are you ready to be assessed? I understand the assessment instructions and requirements and consent to being assessed. <i>(i.e. you have completed all training and feel confident to undertake the assessment. You know the purpose of the assessment and what resources I can use).</i>			
Do you understand your rights in the assessment process?			
Do you understand the appeal system if you are not happy with your outcomes?			
Do you have any special needs or support to be considered during assessment? <i>(If Yes, advise your Assessor of what support you will need).</i>			
Do you understand that you can apply for Recognition of Prior Learning (RPL) instead of completing the assessment? <i>(i.e. the reason would be that you already have attained this unit or have the knowledge and skills to be assessed immediately without training).</i>			
Do you know what evidence you must submit for this assessment?			
Do you understand the assessment process as explained by your Assessor?			
<b>Student's declaration</b>			
<ul style="list-style-type: none"> <li>• I declare that the evidence I have supplied is my own work.</li> <li>• None of this work has been completed by any other person.</li> <li>• I have not cheated or plagiarised the work or colluded with any other student/s.</li> <li>• I have correctly referenced all resources, reference texts throughout this assessment task.</li> <li>• I understand that if am in breach of this policy that disciplinary action may be taken against me.</li> </ul>			
<b>Student's Signature</b>		<b>Date</b>	

## Assessment Task 2: Record of Outcome

Assessment Task #	Name of Assessment Task	Satisfactory	Not Yet Satisfactory
Assessment Task 2	Practical Project / Report	<input type="checkbox"/>	<input type="checkbox"/>
<b>Assessor Statement</b>	I certify that the student being assessed has the skills, knowledge and abilities as described in the unit of competency and associated assessment requirements. The quality, quantity, currency, and relevance of the assessment evidence enabled me to make a judgement of competency for this student. I have uploaded this student's evidence for the RTO to certify and forwarded results to the Administration for entry into RTO Student Management System on the Record of Outcome Form at the end of the Student Assessment Book.		
<b>Feedback to Student</b>			
I acknowledge the feedback provided by my Assessor. Provide any comments below that you wish your Assessor to know.			
<b>Student's signature</b>		<b>Date</b>	
<b>Assessor's name</b> <b>Please print</b>			
<b>Assessor's Signature</b>		<b>Date</b>	

# Assessment Task 2: Practical Project and Report

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## Overview of Task

You are to demonstrate your skills and abilities to protect your own personal profile and limit the impact of potential online security breaches.

### What resources do I need to complete this task?

- Access to learning materials
- Access to a computer and the Internet
- Access to word processing software
- Access to Policies and Procedures
- Access to SOP's
- Access to SDS'
- Access to tools, equipment, machinery, consumables
- Access to the Resources Folder for documents from the Internet and Templates

### Instructions to Students:

1. You must demonstrate your understanding of the issues and procedures related to this task
  2. You must demonstrate your practical skills to be able to protect your own personal profile and limit the impact of potential online security breaches.
  3. Your work for this project will also be observed over the semester by your Assessor
- Your Assessor will advise you if you can email your evidence or if you have to print it out and submit hard copies.
  - Submit your evidence on time.
  - Your evidence must be authentic (original, references, not plagiarised).

### You will be required to have a good understanding of the following areas:

The candidate must demonstrate the ability to complete the tasks outlined in the elements, performance criteria and foundation skills of this unit, including evidence of the ability to:

- conduct one audit of own personal online profile and identify existing and potential cyber security threats
- identify and address three potential cyber security risks to own personal online profile.

### Grading

All supporting documentation requested must be submitted; and demonstrations to the Assessor must meet the criteria specified and to industry standards to gain a satisfactory in this task.

### Location

The assessment will take place in the classroom, a Computing Lab, in the field, in a workshop or as otherwise instructed by the Assessor.

## Observation Checklist

<b>Student's Name</b>				
<b>Name of Assessor</b>				
<b>Unit of Competency</b>	BSBXCS301 - Protect own personal online profile from cyber security threats (Release 1)			
<b>Procedure</b>	Observation in the computing lab			
<b>Instructions for students</b>				
You will be assessed against the following criteria when submitting your audit and report documents. Your teacher will conduct a review of the actions taken to ensure your online profiles have identified known threats, conducted a thorough review against company policies and procedures and resolved these know threats against your own personal online profiles.				
<b>Instructions for the Assessor</b>				
You are to record on this sheet whether the Candidate met the criteria below from the demonstration they completed. If they did tick Yes. If not, tick No and make a comment in the feedback section as to why it doesn't so, they can resubmit the required work.				
<b>Criteria</b>	<b>Task #</b>	<b>Did the student meet the requirements below?</b>	<b>Yes/No</b>	<b>Comments</b>
1.1	1	Audit 6 personal online profiles		
1.2	2	Identify common threats to each of these profiles, including against company policies and procedures. (At least three)		
1.3	3	Review the document "Workplace Information" and ensure your audit includes any industry-specific threats that may apply		
2.1	4	Review browsers, applications and online accounts deemed at risk for threats according to Eastern Supplies cyber security policy and procedures.		
2.2	5	Review your online profiles for personal information.		
2.3	6	Check any billing or account records for fraud. You may want to use paid services such as Spotify, Netflix, etc.		
2.4	7	Include any reports of suspicious cyber activity or advise who should report this to.		

## Evidence to submit

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Did you submit the following evidence?		Tick is submitted
1	Observation Checklist	<input type="checkbox"/>
2	Cyber security audit form	<input type="checkbox"/>
3	Audit report with findings / undertakings	<input type="checkbox"/>
5	Assessment Cover Sheet and Evidence List	<input type="checkbox"/>

## Record of Assessment Outcomes

This section records all the evidence used to form the final assessment decision. Please document all types of evidence used in this assessment.

Student Name			
Unit of Competency	BSBXCS301 - Protect own personal online profile from cyber security threats (Release 1)		
Assessment Requirements	Task Outcomes		
	Satisfactory (S)	Not Satisfactory (NS)	Resubmit
Assessment Task 1: Written Assignment	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Assessment Task 2: Practical Project	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Overall Assessment Outcome			
<input type="checkbox"/> Competent	<input type="checkbox"/> Not Yet Competent	<input type="checkbox"/> Resubmit	
If a resubmission is required what additional evidence or corrections are required?			
Assessor Name:			
Assessors Signature:		Date	

## Appendix 1 - Student Survey

At the end of each unit, we would like to collect feedback, so we can identify areas for improvement in our materials. Circle or highlight the response you wish to use. We would appreciate your assistance by providing your constructive feedback.

Please complete the survey and return it to Claydon Brothers Pty Ltd by email: [sales@claydonbrothers.com.au](mailto:sales@claydonbrothers.com.au).

Thank you for your time.

Qualification code and name					
Unit code and name	BSBXCS301 - Protect own personal online profile from cyber security threats (Release 1)				
Date:					
Please read the statements below and circle the most appropriate response:	Strongly Disagree	Disagree	Neutral	Agree	Strongly Agree
1. The amount of time for the assessment was appropriate.	1	2	3	4	5
2. The training and assessment materials for this unit were suitable to my learning style and easy to use.	1	2	3	4	5
3. The content was interesting and engaging.	1	2	3	4	5
4. The topics were presented in a logical sequence.	1	2	3	4	5
5. The assessment tasks were clear; and it was easy for me to understand what was required of me.	1	2	3	4	5
6. What did you find most interesting or useful about this unit?					
7. What, if anything, did you find the least useful about the unit?					
8. Please make any constructive suggestions that would improve these materials for future students?					

Thank you for providing your valuable feedback.