



Student Assessment Book

BSBXCS302 - Identify and report online security threats
(Release 1)



[This Photo](#) by Unknown Author is licensed under [CC BY-ND](#)

Claydon Brothers

Document Control

Version	Date	Responsible Person	Role
0.1	18/5/2022	Bronwyn Blencowe	Author
0.2	20/5/2022	Michael Claydon	Review by Industry Validator
1.1	21/5/2022	Michael Claydon	Final version for sign off and Issued

Copyright Information

© Claydon Brothers Pty Ltd

1/1/2022 - Terms of Use

Copying for educational purposes: the Australian Copyright Act 1968 allows a maximum of one chapter or 10% of this booklet, whichever is the greater, to be copied by an educational institution for its educational purposes provided that the educational institution has paid a remuneration to the Copyright Agency Limited (CAL) under this Act.

For details of the CAL Licence for educational institutions contact:

Copyright Agency Limited: Toll-free phone number (landlines only): **1800 066 844**

Copying for other purposes: Except as permitted under the Act (fair dealing for purposes of study or research), no part of this booklet may be reproduced in any way, stored in a retrieval system online or hard copy, or transmitted in any form or by any means without prior permission of the copyright owner.

For all enquiry/requests, write to the publisher, addressed "Attention: Permissions Coordinator," at the address below.

Email: sales@claydonbrothers.com.au

www.claydonbrothers.com.au

Telephone: +61 0438930162

Disclaimer:

Every effort has been made to ensure the accuracy of its content, but the publishers do not accept any responsibility for any loss, injury or damage arising from such information. Claydon Brothers Pty Ltd does not give any warranty nor accept any liability in relation to the contents of this work.

Ordering Information:

Please order through the website above. Printed in Australia.

Contents

Introduction.....	1
Pre-requisite Unit	1
Learning Outcomes	1
Assessments Overview	1
How to submit your Assessments.....	2
Assessment Cover Sheet	2
Feedback from your Assessor	2
Resubmission of any Assessment Task	2
Deadlines for submission of evidence	2
Purpose of the Assessments	2
Assessment decisions	2
Assessment Cover Sheet	3
Assessment Task 1: Record of Outcome	4
Assessment Task 1: Written Assessment	5
Overview of Task	5
What resources do I need to complete this task?	5
Instructions to Students:	5
You will be required to have a good understanding of the following areas:	5
Grading	6
Location	6
Assessment Cover Sheet	10
Assessment Task 2: Record of Outcome	11
Assessment Task 2: Practical Project.....	12
Overview of Task.....	12
What resources do I need to complete this task?	12
Instructions to Students:	12
You will be required to have a good understanding of the following areas:	12
Grading	12
Location	12
Observation Checklist.....	17
Evidence to submit.....	20
Record of Assessment Outcomes	21
Appendix 1 - Student Survey	22

Introduction

This unit describes the skills and knowledge required to identify and report online security threats to limit potential impact of cyber security breaches.

It applies to those working in a broad range of industries and job roles under some supervision and guidance who encounter and report online threats during the course of their work.

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

Pre-requisite Unit

Nil.

Learning Outcomes

1. Identify online security threats
2. Respond to an online security breach
3. Support post- breach review

Assessments Overview

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 read the case study and answer a number of questions about the case study 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

Student Name		USI	
Unit of Competency	BSBXCS302 - Identify and report online security threats (Release 1)		
Assessors Name			
Assessment Task 1	Written Assignment		
Submission Date			
Answer the following questions prior to commencing the Assessment Task		Yes	No
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?			
Student's declaration			
<ul style="list-style-type: none"> • I declare that the evidence I have supplied is my own work. • None of this work has been completed by any other person. • I have not cheated or plagiarised the work or colluded with any other student/s. • I have correctly referenced all resources, reference texts throughout this assessment task. • I understand that if am in breach of this policy that disciplinary action may be taken against me. 			
Student's Signature		Date	

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"/>
Assessor Statement	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.		
Feedback to Student			
I acknowledge the feedback provided by my Assessor. Provide any comments below that you wish your Assessor to know.			
Student's signature		Date	
Assessor's name Please print			
Assessor's Signature		Date	

Assessment Task 1: Written Assessment

Overview of Task

You are to answer all the questions in this task.

What resources do I need to complete this task?

- Pen and Paper
- This Booklet
- Access to learning materials
- Access to the internet
- Access to a PC and word processing software

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).

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 identifying and reporting online security threats, including:
 - data protection
 - implications of Notifiable Data Breach legislation on an organisation and other associated Australian privacy laws
 - established international legislation
- organisational policies and procedures relating to online information security breaches, including:
 - blocking and reporting potential security breaches
 - escalation routes for cyber security issues
- common types of online scams and security risks, including phishing scams
- common techniques of phishing and spear phishing used by attackers, including:
 - spam email and SMS text
 - social engineering, including telephone calls, social media and website requests for information
- basic principles of cyber security
- indicators of insecure connection to websites, in particular where data is being collected
- Australian government sources of information on current online security threats

Assessment Cover Sheet

Student Name		USI	
Unit of Competency	BSBXCS302 - Identify and report online security threats (Release 1)		
Assessors Name			
Assessment Task 2	Practical Project		
Submission Date			
Answer the following questions prior to commencing the Assessment Task		Yes	No
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?			
Student's declaration			
<ul style="list-style-type: none"> • I declare that the evidence I have supplied is my own work. • None of this work has been completed by any other person. • I have not cheated or plagiarised the work or colluded with any other student/s. • I have correctly referenced all resources, reference texts throughout this assessment task. • I understand that if am in breach of this policy that disciplinary action may be taken against me. 			
Student's Signature		Date	

Assessment Task 2: Record of Outcome

Assessment Task #	Name of Assessment Task	Satisfactory	Not Yet Satisfactory
Assessment Task 2	Practical Project	<input type="checkbox"/>	<input type="checkbox"/>
Assessor Statement	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.		
Feedback to Student			
I acknowledge the feedback provided by my Assessor. Provide any comments below that you wish your Assessor to know.			
Student's signature		Date	
Assessor's name Please print			
Assessor's Signature		Date	

Assessment Task 2: Practical Project

Overview of Task

You are to demonstrate your skills and abilities in identifying and reporting three different online security threats in your work area.

What resources do I need to complete this task?

Learning materials

Computer and an active Internet connection

Internet browser

Word processing software

Eastern Supplies Limited Cyber Security Policies and Procedures

Industry standards documents

Resources Folder for documents from the Internet and Templates

Information and data sources relating to cyber security

Workplace or simulated environment where conditions are typical of a work environment requiring cyber secure practices, processes and procedures.

Company's incident response plan.

Instructions to Students:

- You must demonstrate your understanding of the issues and procedures related to this task
- You must demonstrate your practical skills to be able to identify and reporting three different online security threats in your work area.
- 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).
- Collaborate with three students who you can interview.

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

1. Identify and report three different online security threats in a work area.
2. Respond to an online security breach
3. Support post- breach review

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 Computing Lab or as otherwise instructed by the Assessor.

Assessor's Checklist

Student's Name				
Name of Assessor				
Unit of Competency	BSBXCS302 - Identify and report online security threats (Release 1)			
Procedure	Written Report and Portfolio of documents			
Instructions for students				
Students are to assess the scenario, read company documents, make amendments to documents, and report to their Manager on the cyber security issues and how to resolve these.				
Instructions for the Assessor				
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.				
Criteria	Task #	Did the student meet the requirements below?	Yes/No	Comments
Oral Communications 1	1	As part of your investigation speak to three students, one responsible for each of the identified reports.		
Writing 1 EL1.2	2	Investigate and identify the three types of cyber security incidents reported as above and respond to your Manager via a report on the criteria below.		
EL1.2	3	Specify in your report all the potential and actual breaches that you can identify.		
Reading 1 EL1.1	4	Read the Cyber Security Policies and Procedures document and review these as well as any internal procedures and plans relating potential online security breaches with the aim of improving security. State what these are in your report and suggest three improvements to the Cyber security incident response plan.		
EL1.3	5	Draft a response to each of the three potential security incidents. How would you address each of these?		

Evidence to submit

Did you submit the following evidence?		Tick is submitted
1	Report to Management regarding your findings	<input type="checkbox"/>
2	Updated company incident response plan	<input type="checkbox"/>
3	Assessor's Checklist	<input type="checkbox"/>
4	Cover sheet	<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	BSBXCS302 - Identify and report online 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: Project and report	<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.

Thank you for your time.

Qualification code and name					
Unit code and name	BSBXCS302 - Identify and report online 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.