



Student Assessment Book

BSBXCS303 Securely manage personally identifiable information



Figure 1-<https://pixahive.com/photo/hacking-and-cyber->

Claydon Brothers

Document Control

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1.1	3/3/2022	Bronwyn Blencowe	Corrected mapping in Excel spreadsheet and deleted mapping guide in the book. Added reference to a new resource in Assessment Task 2. Correction to spelling and grammar
1.2	9/5/2022	Michael Claydon	Changed Assessment 1 to Written Questions

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Introduction

This unit describes the skills and knowledge required to securely manage personally identifiable information (PII) and workplace information.

It applies to those working in a broad range of industries and job roles under some supervision and guidance who manage large amounts of PII and workplace information.

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

Pre-requisite Unit

Nil.

Learning Outcomes

1. Handle PII and workplace information responsibly
2. Store and share PII and workplace information securely
3. Apply information protection protocols

Assessment types

In this unit you will complete the following assessments:

Assessment Task 1: Written Assignment

Assessment Task 2: Case Study Report

Evidence you will provide to the Assessor

	Direct	Indirect	Supplementary
Assessment Task 1		Written Assessment	
Assessment Task 2	Case Study Report		PIA Assessment

Assessment Task 1: Written Assignment Time allocated:

Instructions for this task:

You are to answer the following questions. These can be handwritten, or word processed. If handwritten, they must be neatly written and legible for the assessor to be able to mark them. You must reference to the source of information for each answer. Attach the Assignment Cover Sheet to your responses.

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

1. legislative requirements relating to securely managing PII and workplace information, including:
 - data protection
 - implications of Notifiable Data Breach legislation on an organisation and other associated Australian privacy laws
 - established international legislation
2. organisational policies and procedures relating to:
 - identifying sensitive data
 - securely storing, sharing and managing customer information
 - encryption, and protocols for its uses
 - data classification
 - media and document labelling
 - monitoring and reporting faults and malfunctions in IT infrastructure
3. industry best practice and Australian government sources of information relating to access control, including:
 - password protection
 - storage locations
 - securely sharing
 - data deletion
4. risks and benefits of cloud storage
5. risks of communicating sensitive information via non-secure means e.g. email and SMS
6. framework for distributed storage
7. technologies, techniques and protocols for storing and retrieving data
8. data protection protocols and industry-standard compliance standards relating to:
 - back-up
 - data sharing
 - data storage
 - disposal of sensitive information
 - privacy impact assessments.

Benchmark

You must get all questions 100% correct and all documentation requested in this assessment is submitted to gain a satisfactory in this task.

Resources required for this assessment task:

You need to have access to the following:

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

Evidence to submit

Did you submit the following evidence?		Yes	No
1	Answers to Questions 1-32 in this task	☐	☐
2	Answers correctly sourced and referenced if applicable	☐	☐
3	Handwriting was neat and legible, or word processed	☐	☐
4	Cover sheet attached	☐	☐
5	Assessment Agreement attached	☐	☐

Assessment Task 2: Applying information protection protocols Project

Time Allowed:

Instructions for this task:

You are to complete the project as outlined below. Ask your Assessor to clarify items you are unsure about prior to commencing.

- Submit all work to your Assessor for marking by the due date
- Attach the Assessment Cover Sheet.
- Complete all documents provided.
- Do this as an individual assignment in the form of a 'written submission.' (Computerised document)
- You are allowed to make assumptions to fill the gap of any required information.
- You are also required to search for additional information as required.
- Limit your responses to each question to about 100 words.
- Keep a copy of the assignment with you.
- Acknowledge all sources of information in your responses.
- Show an in-depth understanding of the concepts in this unit.
- Maintain a very high standard of the assignment.

You will be required to demonstrate:

1. The use of data protection techniques to manage workplace information for one work area over the life of a small project as expressed in the Elements and Performance Criteria Table below.
2. The storing and sharing of personally identifiable information (PII) in a secure manner.

Benchmark

- You need to ensure that you complete the Project correctly and to industry standards as per the checklist provided to gain a satisfactory result.
- You must provide correct responses to all questions and reference all sources of information.
- You must provide all documents requested and completed correctly.

Location: Classroom/Computer Lab

Assessment conditions:

Skills must be assessed in a workplace or simulated environment where conditions are typical of a work environment requiring cyber secure practices, processes and procedures.

Access is required to:

- information and data sources relating to cyber security
- device with active internet connection
- internet browser
- industry standards, organisational procedures, and legislative requirements required to demonstrate the performance evidence
- VCS Learning Guide
- Access to Policies and Procedures for the simulated company "Eastern Supplies Pty Ltd"
- Access to the workplace information you will need to manage for "Eastern Supplies Pty Ltd"
- Access to the Policies and Procedures for the simulated company "Global Prime".
- Access to all learning resources as provided in your Resources Folder.

Student's Name	
Name of Assessor	
Unit of Competency	BSBXCS303 Securely manage personally identifiable information and workplace information
Assessment Task	Assessment Task 2 Project
Feedback from the Assessor	
Assessor's Signature:	
Date:	

Evidence to submit

Did you submit the following evidence?		Yes	No
1	Responses to 17 Questions	☐	☐
2	Access control protocols for identified sensitive data Procedure.	☐	☐
3	Privacy Assessment	☐	☐
4	Link to Backups provided to Assessor	☐	☐
5	Assessor's Checklist completed by Assessor	☐	☐
6	Cover sheet attached	☐	☐

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	BSBXCS303 Securely manage personally identifiable information and workplace information		
Assessment Requirements	Task Outcome		
	Satisfactory (S) Not Satisfactory (NS)	Date	Assessor's Initials
Assessment Task 1: Written Assignment			
Assessment Task 2: Case Study Report			
Overall Assessment Outcome			
☐ Competent	☐ Not Yet Competent	☐ Resubmit	
If a resubmission is required what additional evidence or corrections are required?			
Assessor Name:		Date	/ /
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 Australian Courseware Resources by email:
bronwyn@acrwa.com.au.

Thank you for your time.

Qualification code and name					
Unit code and name	BSBXCS303 Securely manage personally identifiable information and workplace information				
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.