CLAYDON BROTHERS

DIGITAL EXCELLENCE

Student Assessment Book

BSBXCS402 - Promote workplace cyber security awareness
and best practices (Release 1)

Claydon Brothers

Document Control

Version	Date	Responsible Person	Role
0.1	28/5/2022	Bronwyn Blencowe	Author
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Contents

Introduction

This unit describes the skills and knowledge required to promote cyber security in a work area.

It applies to those working in a broad range of industries who as part of their job role support policies, procedures and practice within an organisation that promote cyber security.

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

Pre-requisite Unit

Nil.

Learning Outcomes

1. Develop cyber security awareness in work area

2. Support effective cyber security practices in work area

3. Review cyber security awareness in work area

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 1	You will read the case study and answer a number of questions about the case study presented.
Assessment Task 3: Practical Project2	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

Student Name			USI	
Unit of Competency	BSBXCS402 - Promote workplace cyber security awareness and best practices (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.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).*		
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? *(If Yes, advise your Assessor of what support you will need).*		
Do you understand that you can apply for Recognition of Prior Learning (RPL) instead of completing the assessment? *(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).*		
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	
- 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	☐	☐
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?

- 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).
-

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 cyber security context of performance evidence, 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:

- securely storing, sharing and managing information
- encryption, and protocols for its uses
- data classification and management
- media/document labelling
- data governance

Evidence Submitted to Assessor - Tick if submitted (✓) Attach this checklist to your Assessment Cover Sheet and evidence		Submitted
1	Answers to Questions 1-14 in this task	☐
2	Assessment Cover Sheet and Evidence List	☐

Assessment Cover Sheet

Student Name			USI	
Unit of Competency	BSBXCS402 - Promote workplace cyber security awareness and best practices (Release 1)			
Assessors Name				
Assessment Task 1	Practical Project 1			
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.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).*		
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? *(If Yes, advise your Assessor of what support you will need).*		
Do you understand that you can apply for Recognition of Prior Learning (RPL) instead of completing the assessment? *(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).*		
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
• 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	☐	☐
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: Portfolio and presentation

Overview of Task

You are to develop one set of policies and procedures for a work area that promote cyber security awareness and practice and make a 15 minute presentation about these

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 Manufacturers manuals/guidelines
- Access to the Resources Folder for documents from the Internet and Templates

Instructions to Students:

- You must demonstrate your understanding of the issues and procedures related to this task
- You must be able to develop one set of policies and procedures for a work area that promote cyber security awareness and practice.
- 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:

- develop one set of policies and procedures for a work area that promote cyber security

  awareness and practices

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.

Evidence Submitted to Assessor - Tick if submitted (✓)	Submitted
Attach this checklist to your Assessment Cover Sheet and evidence	
1 Assessor's checklist	☐
2 Supporting forms/checklists	☐
3 Suite of policies and procedures	☐
4 Assessment Cover Sheet and Evidence List	☐

Assessor's Checklist

Student's Name	
Name of Assessor	
Unit of Competency	BSBXCS402 - Promote workplace cyber security awareness and best practices (Release 1)
Procedure	Portfolio Development

Instructions for students
This checklist is for you to review each item below to ensure you are satisfied you have included all evidence in your portfolio and to the required standard. Ask your assessor if you are unsure or need clarification on any aspect of this assessment.
Instructions for the Assessor
You are to record on this sheet whether the Candidate met the criteria below from the portfolio they submitted. 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
1.1, 2.1, 3.2	1	Undertake and document a review of the current standards, practices and procedures relating to the workplace information provided in the Document "Workplace Information for Eastern Supplies Pty Ltd" and from the information provided above. Note: a review is showing how the standards, legislation, practices etc apply to the workplace information.		
1.3, 3.1, PE1	2	Create a new suite of procedures for the following – (ensure your policies and procedures include responses to 5 modern and current cyber security threats); a. Acceptable use policy b. Sensitive data policy c. Patching / logging policy for all ICT Equipment d. Password policy e. Standard Operating environment for Windows PC's and Servers.		

Evidence to submit

Did you submit the following evidence?		Tick is submitted
1	Documented review	☐
2	a. Acceptable use policy b. Sensitive data policy c. Patching / logging policy for all ICT Equipment d. Password policy e. Standard Operating environment for Windows PC's and Servers. f. Incident Response Procedure	☐
3	15 Minute Presentation	☐
4	Assessor's Checklist	☐
5	Cover sheet and Evidence List	☐

Assessment Cover Sheet

Student Name			USI	
Unit of Competency	BSBXCS402 - Promote workplace cyber security awareness and best practices (Release 1)			
Assessors Name				
Assessment Task	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.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).*		
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? *(If Yes, advise your Assessor of what support you will need).*		
Do you understand that you can apply for Recognition of Prior Learning (RPL) instead of completing the assessment? *(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).*		
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
- 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 3: Record of Outcome

Assessment Task #	Name of Assessment Task	Satisfactory	Not Yet Satisfactory
Assessment Task 3	Practical Project	☐	☐
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 3: Practical Project

Overview of Task

You are to demonstrate your skills and abilities to arrange training for colleagues on two different cyber security matters.

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 the Resources Folder for documents from the Internet and Templates

Instructions to Students:

- You must demonstrate your understanding of the issues and procedures related to this task
- You must be able to arrange training for colleagues
- 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:

- Arrange training or updates to be provided to colleagues that support practice or awareness in relation to two different cyber security matters.

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 or as otherwise instructed by the Assessor.

Assessor's Checklist

Student's Name	
Name of Assessor	
Unit of Competency	BSBXCS402 - Promote workplace cyber security awareness and best practices (Release 1)
Procedure	Development of training and updates

Instructions for students
You are to demonstrate your skills and abilities to arrange training for colleagues on two different cyber security matters.

Instructions for the Assessor
You are to record on this sheet whether the Candidate met the criteria below from the training hey 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
1.2, PE2	1	Develop a PowerPoint training program for onboarding of new staff with regards to phishing emails.		
PE2	2	Develop a PowerPoint training program for the entire organisation based on risks for the organisation. Focus on ransomware, malware, and passwords for standard office users. Also include a section on patching for ICT professionals, and encryption for company databases. This is an awareness program only.		
2.2, PE2	3	Develop a series of informational updates (4 – one per quarter) to regularly communicate with staff about new cyber security issues that have already occurred within the organisation, or potentially could affect the organisation in the future.		

Feedback to Student
Assessor's Signature:
Date:

Evidence to submit

Did you submit the following evidence?		Tick is submitted
1	Assessor's checklist	☐
2	2 x PowerPoints, 4 x Emails	☐
3	Assessment Cover Sheet and Evidence List	☐

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	BSBXCS402 - Promote workplace cyber security awareness and best practices (Release 1)			

Assessment Requirements	Task Outcomes		
	Satisfactory (S)	Not Satisfactory (NS)	Resubmit
Assessment Task 1: Written Assignment	☐	☐	☐
Assessment Task 2: Portfolio of Documents	☐	☐	☐
Assessment Task 3: Training for Staff	☐	☐	☐

Overall Assessment Outcome

☐ Competent	☐ Not Yet Competent	☐ 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	BSBXCS402 - Promote workplace cyber security awareness and best practices (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.