Australian Government

BSBXCS304 Apply cyber hygiene best practices

Release: 1

BSBXCS304 Apply cyber hygiene best practices

Modification History

Release	Comments
Release 1	This version first released with the Business Services Training Package Version 8.0. Newly created unit.

Application

This unit describes the skills and knowledge required to identify and use organisational cyber hygiene best practices to ensure that users of computers and other devices maintain system health and online security.

The unit applies to individuals working in a broad range of industries and job roles who engage with and use computers and other devices.

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

Unit Sector

Digital Competence - Cyber Security

Elements and Performance Criteria

ELEMENT	PERFORMANCE CRITERIA
Elements describe the essential *outcomes.*	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
1. Identify and prepare to use organisational cyber hygiene best practices	1.1 Identify organisational priorities regarding cyber hygiene 1.2 Identify organisational cyber hygiene best practices to incorporate into own practices 1.3 Prepare appropriate organisational cyber hygiene practices relevant to own role and workplace according to organisational policies and procedures
2. Implement organisational cyber hygiene best practices in own workspace	2.1 Identify and remove obsolete programs and fragmented files from workplace devices according to organisational policies and procedures 2.2 Identify and report phishing emails according to organisational policies and procedures

	2.3 Apply complex passwords and multifactor authentication to devices according to organisational policies and procedures
	2.4 Update software if required by organisation
3. Evaluate and update organisational cyber hygiene best practices	3.1 Participate in required learning and development relating to organisational cyber hygiene best practice
	3.2 Review application of own organisational cyber hygiene practices
	3.3 Update organisational cyber hygiene practices as required own review and by organisation

Foundation Skills

This section describes those language, literacy, numeracy and employment skills that are essential to performance but not explicit in the performance criteria.

Skill	Description
Learning	• Modifies behaviour following exposure to new information regarding cyber hygiene best practice • Develops basic understanding of trends in cyber security protection
Reading	• Identifies and interprets information from relevant sources to determine practices for optimal cyber health
Writing	• Uses clear and industry-specific terminology relating to cyber hygiene
Initiative and enterprise	• Proactively incorporates cyber hygiene best practice into daily routine
Planning and organising	• Manages own cyber hygiene plan that emphasises the importance of carrying out regular, low impact security measures, such as password change or multifactor authentication
Technology	• Uses appropriate technology platforms to assist with cyber hygiene best practice

Unit Mapping Information

No equivalent unit. Newly created unit.

Links

Companion Volume Implementation Guide is found on VETNet - - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=11ef6853-ceed-4ba7-9d87-4da407e23c10