



Australian Government

BSBXCS407 Develop cyber hygiene best practice plan

Release: 1

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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 develop a plan to incorporate cyber hygiene best practices within an organisation. This includes analysing the existing organisational approach to cyber hygiene and drafting a plan to develop new practices.

The unit applies to individuals in specialist positions who are required to contribute to the development of cyber hygiene best practices as part of broader responsibilities.

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
<i>Elements describe the essential outcomes.</i>	<i>Performance criteria describe the performance needed to demonstrate achievement of the element.</i>
1. Prepare to develop cyber hygiene best practice plan	1.1 Research cyber hygiene best practices 1.2 Identify strengths and weaknesses of cyber hygiene practices in own organisation 1.3 Assess employee awareness surrounding cyber hygiene practices
2. Analyse organisation's past record of cyber hygiene and breaches	2.1 Analyse historical data on organisational cyber breaches 2.2 Analyse historical data on changes in organisational cyber hygiene practices 2.3 Assess regularity of breaches and identify relationships between updates in cyber hygiene and regularity of breaches
3. Develop cyber hygiene	3.1 Use primary and secondary resources to gather a range of

best practice plan for organisation	information on organisational cyber hygiene best practice 3.2 Draft a cyber hygiene best practice organisational plan based on previously identified failures and successes and according to legislative requirements
4. Update and finalise cyber hygiene best practice plan	4.1 Seek feedback on draft cyber hygiene best practice plan from required personnel according to organisational policies and procedures 4.2 Integrate feedback and finalise plan 4.3 Seek plan sign-off according to organisational policies and procedures 4.4 Distribute and store documented plan according to organisational policies and procedures

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
Reading	Selects, synthesises, and evaluates evidence from a range of sources
Writing	- Develops written texts using appropriate grammar, spelling and punctuation in relevant organisational formats - Uses clear and industry-specific terminology relating to cyber hygiene
Problem solving	Uses problem-solving skills to identify and analyse issues or barriers, consider options and develop responses and opportunities for improving cyber hygiene
Technology	Uses appropriate technology platforms to assist with developing plan

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>