



**Australian Government**

# **ICTICT418 Contribute to copyright, ethics and privacy in an ICT environment**

**Release: 1**

# ICTICT418 Contribute to copyright, ethics and privacy in an ICT environment

## Modification History

| Release   | Comments   |
|-----------|--|
| Release 1 | This version first released with ICT Information and Communications Technology Training Package Version 1.0. |

## Application

This unit describes the skills and knowledge required to maintain professional and ethical conduct, as well as to ensure that personal information of stakeholders is handled in a confidential and professional manner when dealing with stakeholders in an information and communications technology (ICT) environment.

It applies to ICT personnel who are required to gather information to determine the organisation's code of ethics, and protect and maintain privacy policies and system security.

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

## Unit Sector

General ICT

## Elements and Performance Criteria

| <b>ELEMENT</b>                                   | <b>PERFORMANCE CRITERIA</b>   |
|--|---|
| <i>Elements describe the essential outcomes.</i> | <i>Performance criteria describe the performance needed to demonstrate achievement of the element.</i>  |
| 1. Protect intellectual property                 | 1.1 Identify current legislation and standards relating to intellectual property and copyright<br>1.2 Investigate current organisational copyright policy<br>1.3 Adhere to organisational policy and current legislation in work practices  |
| 2. Contribute to copyright policy                | 2.1 Contribute to the creation or updating of the organisation's copyright policy and procedures to align with legislation and industry standards<br>2.2 Distribute new or revised policy and procedures to stakeholders  |
| 3. Protect rights of stakeholders                | 3.1 Identify and document the relevance of legislation and standards to organisational outcomes<br>3.2 Investigate and review organisational privacy policy and procedures<br>3.3 Investigate and review organisational code of ethics<br>3.4 Determine the integrity, confidentiality, security and availability of information as required by organisational policy<br>3.5 Maintain confidentiality and proprietary rights of stakeholder interests |
| 4. Contribute to privacy policy                  | 4.1 Contribute to the creation or updating of the organisational privacy policy and procedures to align with privacy legislation<br>4.2 Distribute new or revised policy and procedures to stakeholders<br>4.3 Implement new work procedures and collect feedback from stakeholders<br>4.4 Ensure the integrity, confidentiality, security and availability of information as required by organisational policy                                       |
| 5. Maintain privacy policy                       | 5.1 Review work practices to ensure application of privacy policy and procedures<br>5.2 Maintain the integrity, confidentiality, and availability of information as required by organisational privacy policy<br>5.3 Review work practices to ensure system security according  |

| <b>ELEMENT</b>                           | <b>PERFORMANCE CRITERIA</b>   |
|--|---|
|  | to organisational privacy policy  |
| 6. Contribute to creation of ethics code | 6.1 Assist in developing or updating a code of ethics to align with legislation and standards for the organisation<br>6.2 Distribute the new ethics code to stakeholders and collect feedback<br>6.3 Implement new ethical work procedures and collect feedback<br>6.4 Review ethical work practices and feedback to ensure application of the code   |
| 7. Maintain ethics code                  | 7.1 Perform regular checks to ensure stakeholders understand and are continuing to apply the code of ethics in the workplace<br>7.2 Establish a review and grievance procedure to enable confidential reporting of any ethical issues<br>7.3 Interview and regularly follow up with stakeholders to ensure they are receiving consistent and appropriate service in dealing with the code of ethics |

## Foundation Skills

*This section describes language, literacy, numeracy and employment skills incorporated in the performance criteria that are required for competent performance.*

| <b>Skill</b>               | <b>Performance Criteria</b>                | <b>Description</b>   |
|----------------------------|--|--|
| Reading                    | 1.1, 1.2, 3.1-3.4, 4.3, 5.1, 6.1, 6.3, 6.4 | <ul style="list-style-type: none"> <li>Identifies, analyses and evaluates complex text to determine legislative and organisational standards, applies the information to determine the effectiveness of current organisational policies and processes</li> </ul>   |
| Writing                    | 2.1, 3.1, 4.1, 6.1, 7.2                    | <ul style="list-style-type: none"> <li>Integrates information and ideas from a range of sources, utilising appropriate support materials and specialised and cohesive language in a format and style appropriate to the audience and organisation</li> </ul>   |
| Oral Communication         | 2.1, 4.1, 4.3, 6.1-6.3, 7.1, 7.3           | <ul style="list-style-type: none"> <li>Articulates ideas and requirements clearly, based on techniques appropriate to audience and environment</li> <li>Participates in a verbal exchange of ideas and elicits the view and opinions of others by listening and questioning</li> </ul>   |
| Navigate the world of work | 1.1-1.3, 2.1, 3.1-3.4, 5.2, 5.3, 6.1       | <ul style="list-style-type: none"> <li>Keeps up to date on changes to legislation or regulations relevant to own rights and responsibilities, and considers implications of these when negotiating, planning and undertaking work</li> </ul>   |
| Interact with others       | 2.2, 4.2, 6.2                              | <ul style="list-style-type: none"> <li>Actively identifies the requirements of important communication exchanges, selecting appropriate channels, format, tone and content to suit purpose and audience</li> </ul>   |
| Get the work done          | 3.5, 4.3, 4.4, 5.1-5.3, 6.3, 6.4, 7.1, 7.2 | <ul style="list-style-type: none"> <li>Uses digital technologies and systems safely, legally and ethically when gathering, storing, accessing and sharing information, with a growing awareness of the permanence and transparency of all activities</li> <li>Sequences and schedules complex activities, monitors implementation and manages relevant communication</li> <li>Uses each experience to reflect on the ways in which variables impact on decision outcomes and to gain insights into what constitutes effective decision making in different contexts</li> </ul> |

## Unit Mapping Information

| <b>Code and title<br/>current version</b>                                   | <b>Code and title<br/>previous version</b>                                  | <b>Comments</b>  | <b>Equivalence<br/>status</b> |
|---|---|--|-------------------------------|
| ICTICT418 Contribute to copyright, ethics and privacy in an ICT environment | ICAICT418A Contribute to copyright, ethics and privacy in an IT environment | Updated to meet Standards for Training Packages.<br><br>Minor edit to title. | Equivalent unit               |

## Links

Companion volumes available from the IBSA website:

[http://www.ibsa.org.au/companion\\_volumes](http://www.ibsa.org.au/companion_volumes) -

<https://vetnet.education.gov.au/Pages/TrainingDocs.aspx?q=a53af4e4-b400-484e-b778-71c9e9d6aff2>