Australian Government

ICTICT451 Comply with IP, ethics and privacy policies in ICT environments

Release: 1

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Modification History

Release	Comments
Release 1	This version first released with ICT Information and Communications Technology Training Package Version 6.0.

Application

This unit describes the skills and knowledge required to comply with the protection and lawful use of intellectual property (IP) and to implement relevant organisational ethics and privacy policies.

It applies to individuals who are required to use IP owned by other persons and organisations, and to support organisations and stakeholders with the compliance of organisational ethics, and privacy policies.

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

Unit Sector

General ICT

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. Establish organisational requirements to comply with IP, ethics and privacy policy procedures	1.1 Locate types of existing and potential IP, ethics and privacy policy and procedures within the organisation 1.2 Determine and access the organisation's IP, ethics and privacy policy and procedures 1.3 Identify own role in protecting and fulfilling the requirements of the organisations IP, ethics and privacy policy and procedures to avoid infringement of IP and privacy requirements 1.4 Provide support and advice to relevant personnel about the operations of the organisation's IP, ethics

ELEMENT	PERFORMANCE CRITERIA
	and privacy policy and procedures
2. Evaluate and implement organisational IP, ethics and privacy policy procedures	2.1 Monitor whether required personnel are abiding by organisational IP, ethics and privacy policy and procedures
	2.2 Evaluate whether implemented IP, ethics and privacy policy and procedures help prevent IP and privacy infringement
	2.3 Assist with the maintenance, development and implementation of IP, ethics and privacy policy and procedures
	2.4 Communicate potential risks and opportunities for improvement of IP, ethics and privacy policy and procedures to relevant personnel
3. Contribute to non-compliance incident identification and recommendations	3.1 Contribute to organisational risk assessment and identification process
	3.2 Review internal and external non-compliance and intellectual property infringement incidents
	3.3 Recommend actions to overcome non-compliance incidents to relevant personnel
	3.4 Determine and report areas of potential risk and non-compliance to relevant personnel

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
Oral communication	• Provides information using language and terminology required for audience • Obtains information from others by listening and questioning
Reading	• Selects, interprets, synthesises and critically analyses information required for compliance with IP, ethics and privacy policies
Writing	• Records information in accordance with requirements • Develops texts using language required for audience needs
Planning and organising	• Plans and implements a range of tasks directly related to own role, seeking assistance where required
Self-management	• Takes responsibility for adhering to legal and regulatory compliance with respect to own work

Unit Mapping Information

New unit.

Links

Companion Volume Implementation Guide is found on VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=a53af4e4-b400-484e-b778-71c9e9d6aff2