



Australian Government

ICTICT532 Apply IP, ethics and privacy 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 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

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. Establish organisational IP requirements	1.1 Identify industry standard intellectual property (IP) and copyright legislation, policies and procedures 1.2 Identify and document organisational policy and industry standard legislation against organisational work practices 1.3 Distribute new or revised policy and procedures to stakeholders according to organisational procedures
2. Review and determine organisational IP, ethics and privacy policies	2.1 Review organisational privacy policy and procedures and determine compliance with industry standard requirements 2.2 Review organisational code of ethics and determine

ELEMENT	PERFORMANCE CRITERIA
	<p>compliance with industry standard requirements</p> <p>2.3 Review ethical work practices and feedback and determine application of code according to organisational requirements</p>
3. Contribute to privacy policy	<p>3.1 Update privacy policy and procedures and code of ethics to align with required privacy legislation</p> <p>3.2 Distribute revised policy, procedures and ethics to required personnel</p> <p>3.3 Implement new work procedures and ethics according to organisational requirements</p> <p>3.4 Test level of integrity, confidentiality, security and availability of information according to industry standards and organisational policies and procedures</p>
4. Maintain ethics code	<p>4.1 Establish and document review and grievance procedures and submit to required personnel</p> <p>4.2 Seek and respond to review and grievance procedure documents feedback from required personnel</p> <p>4.3 Obtain final sign-off from required personnel</p>

Foundation Skills

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

SKILL	DESCRIPTION
Learning	<ul style="list-style-type: none"> • Uses each experience to reflect on ways in which variables impact on decision outcomes and to gain insights into what constitutes decision making in different contexts
Oral communication	<ul style="list-style-type: none"> • Participates in verbal exchange of ideas and elicits views and opinions of others using listening and questioning techniques • Identifies requirements of important communication exchanges, selecting channels, format, tone and content to suit purpose and audience
Reading	<ul style="list-style-type: none"> • Analyses and evaluates complex text to determine legislative and organisational standards, and applies information to organisational policies and processes
Writing	<ul style="list-style-type: none"> • Integrates information and ideas from a range of sources, utilising support materials and specialised and cohesive language in a format and style applicable to audience and organisation
Planning and	<ul style="list-style-type: none"> • Sequences and schedules complex activities, monitors

SKILL	DESCRIPTION
organising	implementation and manages communication
Self-management	<ul style="list-style-type: none">• Identifies and analyses changes to legislation and regulations applicable to own rights and responsibilities• Identifies implications of changes to legislation and regulations applicable to own rights and responsibilities when negotiating, planning and undertaking work
Technology	<ul style="list-style-type: none">• 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

Unit Mapping Information

Supersedes and is not equivalent to ICTICT418 Contribute to copyright, ethics and privacy in an ICT environment.

Links

Companion Volume Implementation Guide is found on VETNet -

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