ICTICT618 Manage 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 manage the issues of intellectual property (IP), copyright and professional and ethical conduct in a team and to ensure that personal information of stakeholders is handled in a confidential and professional manner.

The unit applies to those operating at a senior level in an organisation with a high degree of autonomy in managing 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
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
1. Manage adherence to IP regulations	1.1 Review and summarise outcomes of Australian IP and copyright law relating to Information and Communications Technology (ICT)
	1.2 Determine and document alignment of Australian IP law to organisational requirements
	1.3 Develop and document review plan of organisation's adherence to Australian IP law
	1.4 Submit document to required personnel and seek and respond to feedback
2. Manage ethical behaviour	2.1 Review organisational and ICT specific code of ethics and summarise outcomes
	2.2 Determine and document alignment of code of ethics and

ELEMENT	PERFORMANCE CRITERIA
	conduct against organisational operations
	2.3 Develop and document review plan of organisation's adherence to code of ethics and conduct
	2.4 Establish review and grievance procedure and confidential reporting of ethical issues
	2.5 Submit document to required personnel and seek and respond to feedback
3. Manage privacy	3.1 Determine and document regular review plan and align to required legislation and standards
	3.2 Determine and document integrity, confidentiality, security and availability of information
	3.3 Determine and document review plan for continued confidentiality and proprietary rights of stakeholders' interests
	3.4 Submit documentation to required personnel and seek and respond to feedback
	3.5 Implement new work procedures according to review plan

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	• Participates in a verbal exchange of ideas and elicits the view and opinions of others by using effective listening and open questioning techniques
Reading	• Identifies, analyses and evaluates complex text to determine legislative requirements and organisational standards and applies the information
Writing	• Integrates information and ideas from a number of sources, utilising appropriate support materials, specialised and cohesive language and a range of writing styles and document structures
Teamwork	• Actively identifies the requirements of important communication exchanges, selecting appropriate channels, format, tone and content to suit purpose and audience, and monitoring impact
Planning and organising	• Plans strategic priorities and outcomes within a flexible, efficient and effective context in a diverse environment exposed to competing demands • Demonstrates an understanding of the application of key

Skill	Description
	principles in a particular context, the appropriateness and effectiveness of different sources of information and planning processes for that context, and the potential implications for future situations
Problem solving	• Demonstrates a nuanced understanding of context to identify anomalies and subtle deviations to normal expectations, focusing attention and remedying problems as they arise
Self-management	• Takes full responsibility for identifying and considering relevant legal and regulatory obligations when managing copyright, ethics and privacy in an ICT environment • Takes a lead role in the development of organisational goals, roles and responsibilities • Monitors and reviews the organisation's policies, procedures and adherence to legislative requirements in order to implement and manage change
Technology	• Demonstrates an understanding of the broader positive and negative implications of new technologies, and acknowledges the vital importance of system security and storage management

Unit Mapping Information

Supersedes and is equivalent to ICTICT610 Manage 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