



Australian Government

ICTSAS215 Protect and secure information assets

Release: 1

ICTSAS215 Protect and secure information assets

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 ensure information assets are protected from improper access and to secure assets in the event that they are threatened.

It applies to those who, while working under a level of supervision in a frontline technical support capacity, have the responsibility to exercise security measures on information assets in a small or large office environment.

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

Unit Sector

Systems administration and support

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. Identify assets and threats	1.1 Identify information assets in the organisation 1.2 Identify and record mechanisms by which information assets are accessed, transmitted and stored 1.3 Identify nature of threats to information assets and determine threat impact according to organisational processes
2. Protect assets	2.1 Identify and confirm actions, mechanisms and strategies to protect information assets with required personnel 2.2 Secure assets according to organisational procedures 2.3 Report outcomes and escalate issues to required personnel
3. Mitigate or prevent damage to assets	3.1 Identify signs and evidence that information assets are threatened or undergoing loss or damage

ELEMENT	PERFORMANCE CRITERIA
	3.2 Provide first level response to reduce effects, mitigate damage and protect evidence 3.3 Report incident, resulting effects and actions taken to required personnel
4. Document final condition of information assets	4.1 Finalise documentation outlining current state of information assets according to organisational procedures 4.2 Save, store and back up reports according to organisational procedures 4.3 Maintain records and reports of information assets according to organisational procedures

Foundation Skills

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

SKILL	DESCRIPTION
Reading	<ul style="list-style-type: none"> Researches and interprets text to identify misleading information and compare technical specifications, and identify solutions to new and emerging issues to maintain system
Writing	<ul style="list-style-type: none"> Accurately records and completes documentation according to organisational formats and procedures
Teamwork	<ul style="list-style-type: none"> Identifies and takes steps to follow accepted communication practices and protocols
Planning and organising	<ul style="list-style-type: none"> Interprets roles and responsibilities for task and makes basic decisions on work completion parameters in accordance with organisational standards Plans and implements routine tasks
Problem Solving	<ul style="list-style-type: none"> Initiates standard diagnostic procedures when responding to familiar and unfamiliar problems within immediate context, and seeks input from others when problems remain unresolved
Technology	<ul style="list-style-type: none"> Interprets the purposes, specific functions and key features of common digital systems and tools, and operates them to complete routine tasks

Unit Mapping Information

Supersedes and is equivalent to ICTSAS207 Protect and secure information assets.

Links

Companion Volume Implementation Guide is found on VETNet -

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