



Australian Government

BSBXCS402 Promote workplace cyber security awareness and best practices

Release: 1

BSBXCS402 Promote workplace cyber security awareness and best practices

Modification History

Release	Comments
Release 1	This version first released with BSB Business Services Training Package 6.0.

Application

This unit describes the skills and knowledge required to promote cyber security in a work area.

It applies to those working in a broad range of industries who as part of their job role support policies, procedures and practice within an organisation that promote cyber security.

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

Unit Sector

Digital Competence – Cyber Security

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. Develop cyber security awareness in work area	1.1 Establish current level of awareness in work area relating to cyber security 1.2 Create and maintain cyber security awareness program that reflects organisation-wide best practice 1.3 Contribute to developing cyber security policies and procedures, and communicate to required personnel
2. Support effective cyber security practices in work area	2.1 Review cyber security practices according to organisational policies and procedures 2.2 Arrange training and information updates as required, and maintain related records 2.3 Present insights from review and training to required

ELEMENT	PERFORMANCE CRITERIA
	personnel, and potential related impacts on workplace
3. Review cyber security awareness in work area	3.1 Review latest cyber security threats and trends impacting organisations 3.2 Document outcomes of review and suggested improvements for consideration by required personnel 3.3 Communicate review outcomes and cyber security improvement requirements according to organisational policies and procedures

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
Learning	- Modifies behaviour following exposure to new information - Shares insights gained from cyber security trend analysis
Oral communication	Consults with stakeholders to inform decision making
Reading	Interprets information from relevant sources to determine organisational expectations
Writing	Uses clear, specific and industry-related terminology relating to cyber security in workplace documents
Planning and organising	Maintains records and documentation relating to cyber security protection
Teamwork	Works collaboratively with interdisciplinary teams to promote cyber security
Technology	Uses appropriate technology platforms to assist with promoting cyber security within work area

Unit Mapping Information

No equivalent unit. New unit.

Links

Companion Volume Implementation Guide is found on VETNet: -

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

Assessment Requirements for BSBXCS402 Promote workplace cyber security awareness and best practices

Modification History

Release	Comments
Release 1	This version first released with BSB Business Services Training Package 6.0.

Performance Evidence

The candidate must demonstrate the ability to complete the tasks outlined in the elements, performance criteria and foundation skills of this unit, including evidence of the ability to:

- develop one set of policies and procedures for a work area that promote cyber security awareness and practices
- arrange training or updates to be provided to colleagues that support practice or awareness in relation to two different cyber security matters.

Knowledge Evidence

The candidate must be able to demonstrate knowledge to complete the tasks outlined in the elements, performance criteria and foundation skills of this unit, including knowledge of:

- legislative requirements relating to cyber security context of performance evidence, including:
 - data protection
 - implications of Notifiable Data Breach legislation on an organisation and other associated Australian privacy laws
 - established international legislation
- organisational policies and procedures relating to:
 - securely storing, sharing and managing information
 - encryption, and protocols for its uses
 - data classification and management
 - media/document labelling
 - data governance
 - acceptable use
 - bring your own device
- Australian government sources of information on current threats
- risks associated with workplace cyber security
- strategies and techniques for promoting workplace cyber security

- techniques for:
 - implementing and promoting workplace cyber security awareness
 - facilitating training that promotes cyber security awareness, including the use of simulated activities.

Assessment Conditions

Skills must be assessed in a workplace or simulated environment where conditions are typical of a work environment requiring cyber secure practices, processes and procedures.

Access is required to:

- information and data sources relating to cyber security
- device with active internet connection
- internet browser
- industry standards and organisational procedures required to demonstrate the performance evidence.

Assessors of this unit must satisfy the requirements for assessors in applicable vocational education and training legislation, frameworks and/or standards.

Links

Companion Volume Implementation Guide is found on VETNet: -

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