



**Australian Government**

# **ICTICT610 Manage copyright, ethics and privacy in an ICT environment**

**Release: 1**

# ICTICT610 Manage copyright, ethics and privacy in an ICT environment

## Modification History

| Release   | Comments                                                                                                     |
|-----------|--------------------------------------------------------------------------------------------------------------|
| Release 1 | This version first released with ICT Information and Communications Technology Training Package Version 1.0. |

## Application

This unit describes the skills and knowledge required to manage the issues of copyright and professional and ethical conduct in a team, as well as to ensure that personal information of stakeholders is handled in a confidential and professional manner.

It applies to individuals who operate at a senior level 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                                                                                                                                                                                                                                                                                                                                                                                                                                          |
|--------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <i>Elements describe the essential outcomes.</i> | <i>Performance criteria describe the performance needed to demonstrate achievement of the element.</i>                                                                                                                                                                                                                                                                                                                                                        |
| 1. Manage adherence to copyright regulations     | 1.1 Review current Australian copyright law, and in particular its relationship to information and communications technology (ICT)<br>1.2 Ensure that team members are aware of Australian copyright law and how it affects their work<br>1.3 Institute measures to ensure that copyright is not breached<br>1.4 Institute regular reviews to ensure organisational copyright requirements are up to date and team members are adhering to these requirements |

| ELEMENT                     | PERFORMANCE CRITERIA                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |
|-----------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
|                             | 1.5 Distribute updated versions if required                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |
| 2. Manage ethical behaviour | <p>2.1 Review appropriate code of ethics, both organisational and ICT specific</p> <p>2.2 Acquaint team members with ethical requirements</p> <p>2.3 Institute regular reviews of team members' ethical work practices and feedback to ensure correct application of the code</p> <p>2.4 Ensure that stakeholders are aware of ethics code, and adjust appropriately following stakeholder feedback</p> <p>2.5 Institute regular reviews of stakeholder understanding and application of code of ethics</p> <p>2.6 Establish a review and grievance procedure to enable confidential reporting of ethical issues</p> <p>2.7 Institute regular reviews of code of ethics, updating and distributing as required</p>                                                                            |
| 3. Manage privacy           | <p>3.1 Institute a regular review of the relevance of legislation and standards to organisational outcomes, the organisation's privacy policy and procedures, and the work practices of team members with regard to these requirements</p> <p>3.2 Determine and ensure the integrity, confidentiality, security and availability of information as required by the organisational policy</p> <p>3.3 Ensure continued confidentiality and proprietary rights of stakeholders' interests</p> <p>3.4 Contribute to the creation or updating of the organisation's privacy policy and procedures to align with privacy legislation</p> <p>3.5 Distribute new or revised policy and procedures to stakeholders</p> <p>3.6 Implement new work procedures and collect feedback from stakeholders</p> |

## Foundation Skills

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

| Skill | Performance Criteria | Description |
|-------|----------------------|-------------|
|-------|----------------------|-------------|

|                            |                                        |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |
|----------------------------|----------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Reading                    | 1.1, 2.1, 3.1, 3.2                     | <ul style="list-style-type: none"> <li>Identifies, analyses and evaluates complex text to determine legislative requirements and organisational standards, and applies the information</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                              |
| Writing                    | 1.2-1.4, 2.3- 2.7, 3.1, 3.4            | <ul style="list-style-type: none"> <li>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</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                  |
| Oral Communication         | 1.2-1.4, 2.2-2.7, 3.1-3.4              | <ul style="list-style-type: none"> <li>Articulates ideas and requirements clearly, based on techniques appropriate to audience and environment</li> <li>Participates in a verbal exchange of ideas and elicits the view and opinions of others by using effective listening and open questioning techniques</li> </ul>                                                                                                                                                                                                                                                                                                         |
| Navigate the world of work | 1.1, 1.3, 1.4, 2.1, 2.6, 3.1, 3.2, 3.4 | <ul style="list-style-type: none"> <li>Takes full responsibility for identifying and considering relevant legal and regulatory obligations when managing copyright, ethics and privacy in an ICT environment</li> <li>Takes a lead role in the development of organisational goals, roles and responsibilities</li> <li>Monitors and reviews the organisation's policies, procedures and adherence to legislative requirements in order to implement and manage change</li> </ul>                                                                                                                                              |
| Interact with others       | 1.5, 3.5                               | <ul style="list-style-type: none"> <li>Actively identifies the requirements of important communication exchanges, selecting appropriate channels, format, tone and content to suit purpose and audience, and monitoring impact</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                      |
| Get the work done          | 1.1, 1.4, 3.1-3.3                      | <ul style="list-style-type: none"> <li>Plans strategic priorities and outcomes within a flexible, efficient and effective context in a diverse environment exposed to competing demands</li> <li>Reflects on the application of key 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</li> <li>Recognises broader positive and negative implications of new technologies, and acknowledges the vital importance of system security and storage management</li> </ul> |

## Unit Mapping Information

| Code and title<br>current version                                    | Code and title<br>previous version                                   | Comments                                                                                                                  | Equivalence<br>status |
|----------------------------------------------------------------------|----------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------|-----------------------|
| ICTICT610 Manage copyright, ethics and privacy in an ICT environment | ICAICT610A Manage copyright, ethics and privacy in an IT environment | Updated to meet Standards for Training Packages.<br><br>Minor edit to title and to clarify intent of performance criteria | Equivalent unit       |

## Links

Companion Volume implementation guides are found in VETNet -

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

# Assessment Requirements for ICTICT610 Manage copyright, ethics and privacy in an ICT environment

## Modification History

| Release   | Comments                                                                                                     |
|-----------|--------------------------------------------------------------------------------------------------------------|
| Release 1 | This version first released with ICT Information and Communications Technology Training Package Version 1.0. |

## Performance Evidence

Evidence of the ability to:

- analyse legislation and standards related to copyright, professional conduct and privacy in the information and communications technology (ICT) industry
- contribute to the review and development of code of ethics, and monitor the workplace to ensure code of ethics is appropriate and being applied
- contribute to the review and development of a privacy policy, and monitor the workplace to ensure the policy is appropriate and being applied
- ensure the adherence to copyright, ethics and privacy in a team.

Note: If a specific volume or frequency is not stated, then evidence must be provided at least once.

## Knowledge Evidence

To complete the unit requirements safely and effectively, the individual must:

- outline the Australian Computer Society Code of Ethics
- identify and explain federal and state or territory legislation and policy relevant to an ICT environment relating to:
  - access and equity
  - copyright and intellectual property
  - workplace health and safety (WHS)
  - privacy
- describe the processes and procedures by which an organisation communicates its policies and procedures
- outline organisational requirements for customer service
- summarise typical ICT system security systems and procedures.

## Assessment Conditions

Gather evidence to demonstrate consistent performance in conditions that are safe and replicate the workplace. Noise levels, production flow, interruptions and time variances must be typical of those experienced in the general ICT industry and include access to:

- relevant organisational policies
- legislation and standards documentation
- industry codes of practice.

Assessors must satisfy NVR/AQTF assessor requirements.

## Links

Companion Volume implementation guides are found in VETNet -

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