



Australian Government

ICTSAS526 Review and update disaster recovery and contingency plans

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 analyse the impact of the system on the organisation and carry out risk analysis, disaster recovery and contingency planning.

It applies to individuals who apply a wide range of higher-level technical skills and systematic problem-solving approaches in Information and Communications Technology (ICT) related areas.

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. Evaluate system impact on business continuity	1.1 Identify required business critical functions and security environment 1.2 Identify required critical data and software 1.3 Assess potential impact of business risk and threats on ICT systems 1.4 Identify statutory requirements, commercial requirements and contingency requirements according to organisational requirements
2. Evaluate system threats	2.1 Identify and document internal and external business environment system threats 2.2 Evaluate and document risk minimisation alternatives against

ELEMENT	PERFORMANCE CRITERIA
	organisational cost constraints and organisational requirements 2.3 Submit document to required personnel, seek and respond to feedback
3. Formulate prevention and recovery strategy	3.1 Evaluate and document prevention and recovery options against business specifications and cost constraints 3.2 Review industry standard operational procedures and check required risk safeguards and contingency plans are in place 3.3 Submit disaster recovery and prevention strategy to required personnel and seek and respond to feedback
4. Develop disaster recovery plan	4.1 Identify and document disaster recovery resources according to cost constraints and organisational requirements 4.2 Identify and document disaster strategy processes 4.3 Identify required cut-over criteria plan 4.4 Document disaster recovery plan and submit to required personnel and seek and respond to feedback 4.5 Obtain final task sign off

Foundation Skills

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

SKILL	DESCRIPTION
Numeracy	Analyses, interprets and documents numerical, financial and technical system data
Oral communication	Uses listening and questioning techniques to confirm information using relevant industry language for intended audience
Reading	Researches and analyses textual information and technical data/specifications from a range of documentation and sources to inform the development of contingency plans
Writing	Prepares required documentation detailing evaluation and strategy using required language and formats appropriate to the task
Teamwork	- Uses relevant communication tools and strategies in building and maintaining effective working relationships - Influences and fosters a collaborative culture that facilitates a sense of commitment and workplace cohesion
Planning and	Demonstrates strategic planning of priorities and outcomes within a flexible, efficient and effective context in a diverse environment

SKILL	DESCRIPTION
organising	exposed to competing demands
Problem solving	Gathers and analyses data and seeks feedback to improve plans and processes
Self-management	- Develops and implements strategies to ensure organisational policies, procedures and regulatory requirements are met - Monitors and reviews the organisations policies, procedures and adherence to legislative requirements to implement and manage change

Unit Mapping Information

Supersedes and is equivalent to ICTSAS505 Review and update disaster recovery and contingency plans.

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 ICTSAS526 Review and update disaster recovery and contingency plans

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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 at least one contingency plan that identifies threats and minimises down time for critical business functions
- document finalised outcomes and evidence of improvements to critical business functions.

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:

- industry standard backup methodologies
- organisational planning process relevant to the development of Information and Communication Technology (ICT) business solutions
- organisational business domain
- industry standard disaster recovery plan strategies and components, including:
 - physical security
 - system failure, accident or sabotage (hackers)
 - denial of service
 - virus attack
 - cyber attack
 - telecommunications failure
 - contingency arrangements
- workplace health and safety (WHS), legislative and organisational requirements
- organisation's existing systems functionality and systems engineering.

Assessment Conditions

Skills in this unit must be demonstrated in a workplace or simulated environment where the conditions are typical of those in a working environment in this industry.

This includes access to:

- vulnerability assessment and general definition of requirements
- acceptance test plan
- business impact analysis
- information technology security assurance specifications
- organisational statutory documentation that may impact on work task activities.

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

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