Program Information

Cyber Security Awareness Skill Set

This nationally recognised skill set develops practical skills to help workers recognise online threats, protect personal and workplace information, and apply cyber-safe practices in everyday work activities. It is designed for people across a broad range of industries rather than for specialist technical cyber security roles.

The skill set addresses the skills and knowledge required to assist an organisation to improve cyber threat awareness and protect against cyber risk. Learners will identify and report online security threats, protect their own online profile, securely manage personally identifiable and workplace information, and promote cyber security awareness and best practices.

The online program may be completed over a period of up to one semester (20 weeks). You will be provided with online learning materials and an **assessment schedule.** Optional online support sessions will be available but there will be no timetabled sessions per week. Some assessments may require you to interact with a lecturer online, during the core hours of Monday - Friday, 8:00am – 6:00pm – or at a negotiated time.

Successful completion results in a nationally recognised Statement of Attainment for the four units of competency listed in this document and will provide credit towards the Certificate 3 in Information Technology

Who is this program for?

- Workers across all industries seeking practical workplace cyber security awareness skills
- Business owners seeking to improve cyber awareness and information security practices
- People who regularly use online systems and digital technologies at work
- Staff who handle personal, customer or organisational information
- Team members who promote safe digital practices within their workplace
- No specialist ICT or cyber security background is required.

Assumed Skills and Knowledge

There are no formal entry requirements. However, to give yourself the best chance of successfully achieving the course outcomes, it is recommended that you can:

- Navigate websites and online learning systems
- Manage files and folders on a computer or similar device
- Use email and common workplace productivity software
- Participate in online communication and collaboration
- Read workplace procedures and complete written activities in English

Eligibility and Enrolment Requirements

This course is advertised as fee-free for eligible participants through government funding. Eligibility criteria apply.

Applicants must complete and upload the Participant Agreement Form during enrolment. Applicants who are not eligible for a fee-free place may enrol at the published full fee.

Funding eligibility, the full-fee amount, opening date and registration closing date can be found on the TAFE SA course page:

BSBSS00094 - Cyber Security Awareness Skill Set - Cyber Security - TAFE SA

Program Information

Incidentals

You will be required to provide your own access to the following hardware. This hardware costs approximately $450.

> 1TB SSD portable hard drive
> Webcam and
> Headset with microphone.

Software

All software required to complete this course will be available for applicants at no additional cost.

Hardware

Access to computer hardware is provided at certain TAFE SA campuses.

It is important to note that for applicants studying this course online (externally), it will be assumed that you have the hardware required to run the required resources. It is recommended that you have the following as a minimum:

> Intel i5 CPU (or equivalent AMD); Intel i7 preferred
> 16 GB of RAM; 32 GB preferred
> 1 TB SSD

Internet

When studying away from a campus, applicants will be required to have internet access with a reasonable connection speed.

WHS

Applicants studying externally or in virtual classrooms will be required to have an ergonomic workstation setup. This would include:

> Ergonomic / student desk
> Ergonomic / office chair
> Adequate lighting and ventilation

Program Information

Required Competencies

National Code: BSBSS00094

To complete the Cyber Security Awareness Skill Set, you must be assessed as competent in all four units below. The units are listed in the recommended learning sequence.

Units of Competency (listed in delivery sequence)

Unit Code	Unit Title	Status	Assumed knowledge & skills
BSBXCS301	Protect own personal online profile from cyber security threats	Required	None
BSBXCS302	Identify and report online security threats	Required	None
BSBXCS303	Securely manage personally identifiable information and workplace information	Required	None
BSBXCS402	Promote workplace cyber security awareness and best practices	Required	None

Program Information

Study Plan (One Semester)

The sequence below is recommended as it moves from personal protection and threat recognition to workplace information management and organisation-wide awareness.

Stage 1	
Term 1	**Term 2**
BSBXCS301 (XCS301) (2)	**BSBXCS303** (XCS303) (2)
BSBXCS302 (XCS302) (2)	**BSBXCS402** (XCS402) (2)
IT Practical (2)	**IT Practical (2)**
6 hours / week	**6 hours / week**

Please Note: This program structure is subject to change.

Legend:

( ) The number in brackets after each subject indicates the expected number of study hours per week for that subject

Expected Study Commitment

The online program may be completed over a period of up to one semester (20 weeks). You will be provided with online learning materials and an **assessment schedule.** Optional online support sessions (IT Practicals) will be available but there will be no timetabled sessions per week. Some assessments may require you to interact with a lecturer online, during the core hours of Monday - Friday, 8:00am – 6:00pm – or at a negotiated time.

Weekly study time will vary according to a learner's existing skills and experience. Learners should plan regular study sessions and allow sufficient time to complete online learning activities and assessments before the 20-week enrolment period ends.

Program Information

IT Studies Subjects

The table below provides information on the context for each unit and the subject code that is used. If a subject contains more than one unit, delivery and assessment will be done holistically, so you will be awarded the same result for all units assessed in that subject in which you are enrolled. Your final official results will refer to the unit codes.

Subject Descriptions

Unit Code	IT Studies subject code	Description
BSBXCS301	**XCS301**	Develops the skills and knowledge required to identify risks to a personal online profile and apply practical controls that reduce exposure to cyber security threats. Learners consider account security, privacy settings, authentication, suspicious activity and safer online behaviour.
BSBXCS302	**XCS302**	Develops the skills and knowledge required to identify and report online security threats to limit the potential impact of cyber security breaches. The unit applies to people who encounter threats such as phishing, malicious links, social engineering and suspicious online activity in a workplace context.
BSBXCS303	**XCS303**	Develops the skills and knowledge required to securely manage personally identifiable information and workplace information. Learners apply workplace requirements for collecting, accessing, storing, sharing, retaining and disposing of information.
BSBXCS402	**XCS402**	Develops the skills and knowledge required to promote cyber security awareness and best practices in a workplace. Learners support safe behaviours, communicate relevant guidance and contribute to an organisational culture that reduces cyber risk.

Certification and Pathways

Learners who are assessed as competent in all four units will receive a Statement of Attainment. The nationally registered skill set will provide credit towards the Certificate 3 in Information Technology .

Any proposed credit toward a specific TAFE SA qualification should be confirmed through formal course counselling and the applicable qualification packaging rules.

Fees and Funding

The TAFE SA course page identifies the program as fee-free for eligible participants and lists a full fee for applicants who are not eligible. Funding and fee arrangements can change, so the current course page and eligibility criteria must be checked at the time of application. Visit BSBSS00094 - Cyber Security Awareness Skill Set - Cyber Security - TAFE SA for more information.