HED011

GRADUATE CERTIFICATE IN CYBER SECURITY

// 2025 COURSE INFORMATION

MAKE GREAT HAPPEN

tafe Queensland

ACKNOWLEDGEMENT OF COUNTRY

TAFE Queensland acknowledge the Traditional Custodians of Country throughout Australia and respect the continuing connection to land, waters, cultures and family that Aboriginal and Torres Strait Islander peoples uphold.

We pay respect to Elders past, present and future. We recognise that teaching and learning has taken place on country for over 60,000 years and two-way learning is an important part of our reconciliation journey.

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TAFE Queensland

RTO 0275 | CRICOS 03020E | Institute of Higher Education PRV 13003 | TEQSA Course Code: CRS1300158 | CRICOS Course Code: 065567A

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WELCOME

Congratulations on accepting a place in the Graduate Certificate in Cyber Security (HED011) at TAFE Queensland. We look forward to welcoming you into the TAFE Queensland Higher Education community.

Your time with us will prepare you for an exciting and rewarding career within the cyber security profession.

At TAFE Queensland, we deliver contemporary degrees in a practical, job-focused learning environment. Our students get the best of both worlds — the theoretical side of a university degree, with the applied-learning style that makes TAFE Queensland graduates so highly sought after by employers.

The graduate certificate will equip students wanting to take their existing information technology qualification to the next level, offering the necessary knowledge and skills within the governance and technical field within cyber security.

This handbook contains essential information you need to know. It includes information on your course structure, academic and other policies, and your responsibilities as a student at TAFE Queensland.

We wish you every success with your studies and are here to help. You are the reason we are here, and we look forward to helping you reach your full potential during your time with us.

Jackie French
Director – Creative Arts and Digital Design

CYBER SECURITY AT TAFE QUEENSLAND

ORIGIN	**Definition of Cyber** The word “cyber” comes from the Greek word for “steerman” or “pilot”. The term “Cyber Security” became widely used in society in the late 1990’s with the increase of interconnected networks.
	Definition of Cyber Security The protection for individuals, organisations and government agencies against attacks, infiltration and theft of data.
	First known use of Cyber Security First known use of cyber security circa 1970, in the meaning defined above
	Australian Signals Directorate The Australian Cyber Security Centre (ACSC) leads the Australian Government’s efforts to improve cyber security. Their role is to help make Australia the most secure place to connect online.

OUR COURSE AND GRADUATE CAPABILITY

TAFE Queensland delivers undergraduate and postgraduate courses which balance and integrate current theory and practice to implement new technologies, tools, and skills. This applied approach values relational, communicative, cognitive and attitudinal skills and develops forward-thinking graduates who are agile and adaptable.

Our graduates are effective communicators engaged with new technologies, allowing them to solve complex and ambiguous real–world problems relevant to their industry. They work collaboratively as part of a team and have the maturity to apply ethical and social understanding in their practice. They can create, analyse and evaluate innovative solutions valued by and relevant to their industry.

In this graduate certificate course, you will develop skills in technical, organisational, governance and risk mitigation strategies. In addition, you will have an opportunity to deepen your understanding of the current cyber security management models (e.g. Essential Eight).

GRADUATE ATTRIBUTES

Your course is designed around the following graduate attributes:

- Critical and Reflective Thinkers
- Ethical, Culturally and Socially Responsible
- Active, Independent and Life-Long Learners
- Creative and Innovative Thinkers
- Knowledgeable and Skilled
- Communicators, Collaborators and Leaders
- Information and Digital Literate

COURSE LEARNING OUTCOMES

1 Apply specialised knowledge to critically analyse and evaluate cyber security risks, as well as develop and plan implementation of cyber security risk and governance strategies.

2 Demonstrate application of high-level knowledge and technical skills to design, develop, implement and manage innovative and sustainable solutions to complex cyber security challenges through advanced skills in professional practice and teamwork.

3 Communicate specialised cyber security knowledge in an effective manner for diverse audiences.

CAREER PROSPECTS

This course will expose you to the skills and knowledge appropriate for a career in the cyber security industry. You will be equipped for career opportunities such as:

- Cyber security analyst
- Cyber security architect
- Cyber security manager
- Forensic computer analyst
- Cyber risk and governance consultant
- Cyber security policy officer
- Incident response manager
- Security and compliance auditor

WHAT WILL I BE DOING?

Our Graduate Certificate in Cyber Security will provide you with a technical understanding of cyber security fundamentals where you will gain insight into the skills required to identify, diagnose and respond to cyber security challenges. The interactive nature of the course provides you with an applied learning experience through simulated cyber-attack and cyber defence scenarios.

SCHOLARSHIPS

Achieve your career goals with the help of a TAFE Queensland Scholarship. There are two types of scholarships available: Merit and Access and equity. Scholarships are currently only available to domestic students. For more information on scholarships, please visit **tafeqld.edu.au/study-with-us/what-it-costs/scholarships-information.html**.

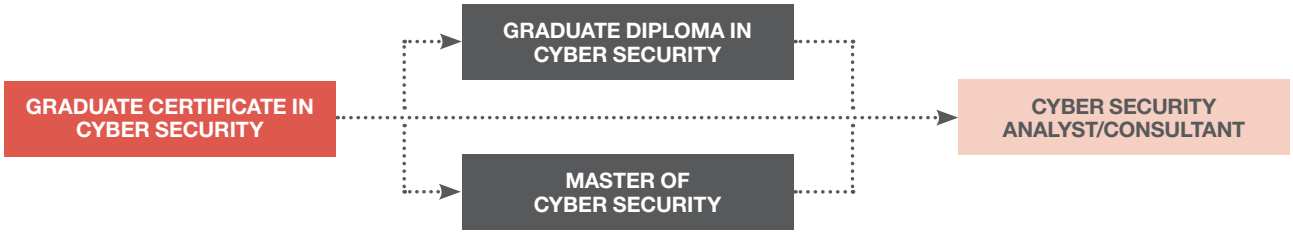
Merit scholarships are awarded to students who can demonstrate outstanding academic merit or demonstrate strong work performance along with the demonstrable desire to secure ongoing employment within the industry to which they applied for the scholarship.

Access and equity scholarships provide equitable access to study at TAFE Queensland. They are awarded to students who can demonstrate a genuine interest in and commitment to their chosen career, and on the basis of specific equity criteria.

PATHWAYS

This course is part of an articulated program of study. Articulated programs allow you to build on your study to achieve the right level of qualification for you.

Once you have completed your course, you may choose to enter the industry or apply for further study at TAFE Queensland or at a University.



NESTED COURSES AND EXIT POINTS

The Graduate Certificate in Cyber Security is part of a nested program of courses. This means that the Graduate Certificate is the first six months of content for the Graduate Diploma/Master degree, and then the Graduate Diploma is the first year of content for the Master Degree or Master Degree (Advanced). Some scenarios where this can be used are:

- You've started a Master level degree, and part way through you decide that you may want to change study goals or explore different opportunities. You can exit the Master of Cyber Security degree with a Graduate Certificate or the Graduate Diploma (provided you have met the basic requirements of the relevant course). You can also exit the Master of Cyber Security (Advanced) degree with a lower level qualification (provided you have met the basic requirements of the relevant course).
- You want to start a new study area, but are not sure if it is for you. You can apply for and commence the Graduate Certificate in Cyber Security and use that time to evaluate the content. If the degree is for you, you can continue into the Graduate Diploma in Cyber Security, or Master of Cyber Security and not have to repeat any units of study you've already studied toward your Graduate Certificate. The same can be done with the Graduate Diploma in Cyber Security, by using this as an entry-point for a Master Degree.
- If you are wanting to change into another course (e.g. Masters), you should do this before the end of your Graduate Certificate. You should complete the Change of Enrolment form. Speak to your local Higher Education Administration Officer for more information on this process.

STUDY LOCATIONS

The Graduate Certificate in Cyber Security (HED011) is offered for delivery at: **South Bank** and at our **Coomera campus** on the Gold Coast..

Our **South Bank campus** is located in the heart of Brisbane's arts and cultural precinct, adjacent to art galleries, performing arts venues, a museum, and the State Library.

Our **Coomera campus** is conveniently located 850m from the Coomera train station. Coomera is our creative hub, offering the perfect home for the creators, innovators, entertainers, and movie makers. From Mac and PC labs to recording studios, digital video and editing suites, and a Black Box Theatre, this campus is the perfect place to unleash your full potential.

In our on-campus libraries, you can access physical and digital resources, utilise group and individual study spaces, and get help from our qualified librarians with referencing, research, and using the library catalogue. To learn more about our libraries, please visit **https://tafeqld.edu.au/about/facilities/libraries**.

ORIENTATION

The Graduate Certificate in Cyber Security (HED011) has two student intakes per year, students are also re-oriented in the middle of the year to keep you informed of relevant changes and updates.

Orientation at TAFE Queensland includes completing an online, introductory unit called Student Online Orientation (SOO), as well as attending one of our Orientation events before the semester commences. The Graduate Certificate in Cyber Security (HED011) has a specific orientation session during the TAFE Queensland Orientation week.

Attending an Orientation event is compulsory for international students. Domestic students have the choice to attend or only complete Orientation online. We recommend that all students do both.

If you're a new student, we encourage you to join us at an Orientation event where you will:

- find out about the facilities and support staff available to assist you throughout your studies
- meet and network with other new students
- be greeted by your educators
- Tour our world-class Cyber Security Training Operation Centre including our Lego City

Feedback from past students has told us that attending an Orientation event is the best thing you can do to prepare for study.

A key resource for your orientation will be your **Higher Education Student Handbook**. This contains important information for use throughout your studies.

Orientation details and sessions are communicated by email and via our website **News and Events**.

AUSTRALIAN QUALIFICATION

The Graduate Certificate in Cyber Security (HED011) is an Australian Quality Framework (AQF) recognised course at AQF Level 8.

Graduates at this level will have advanced knowledge and skills for professional or highly skilled work and/or further learning. Graduates will have advanced theoretical and technical knowledge in one or more disciplines or areas of practice

EDUCATION ACCREDITATION

TAFE Queensland is a registered Institute of Higher Education (PRV13003).

All providers of higher education courses in Australia are required to be registered on the **Tertiary Education Qualification and Standards Agency National Register of Higher Education Providers (TEQSA)**.

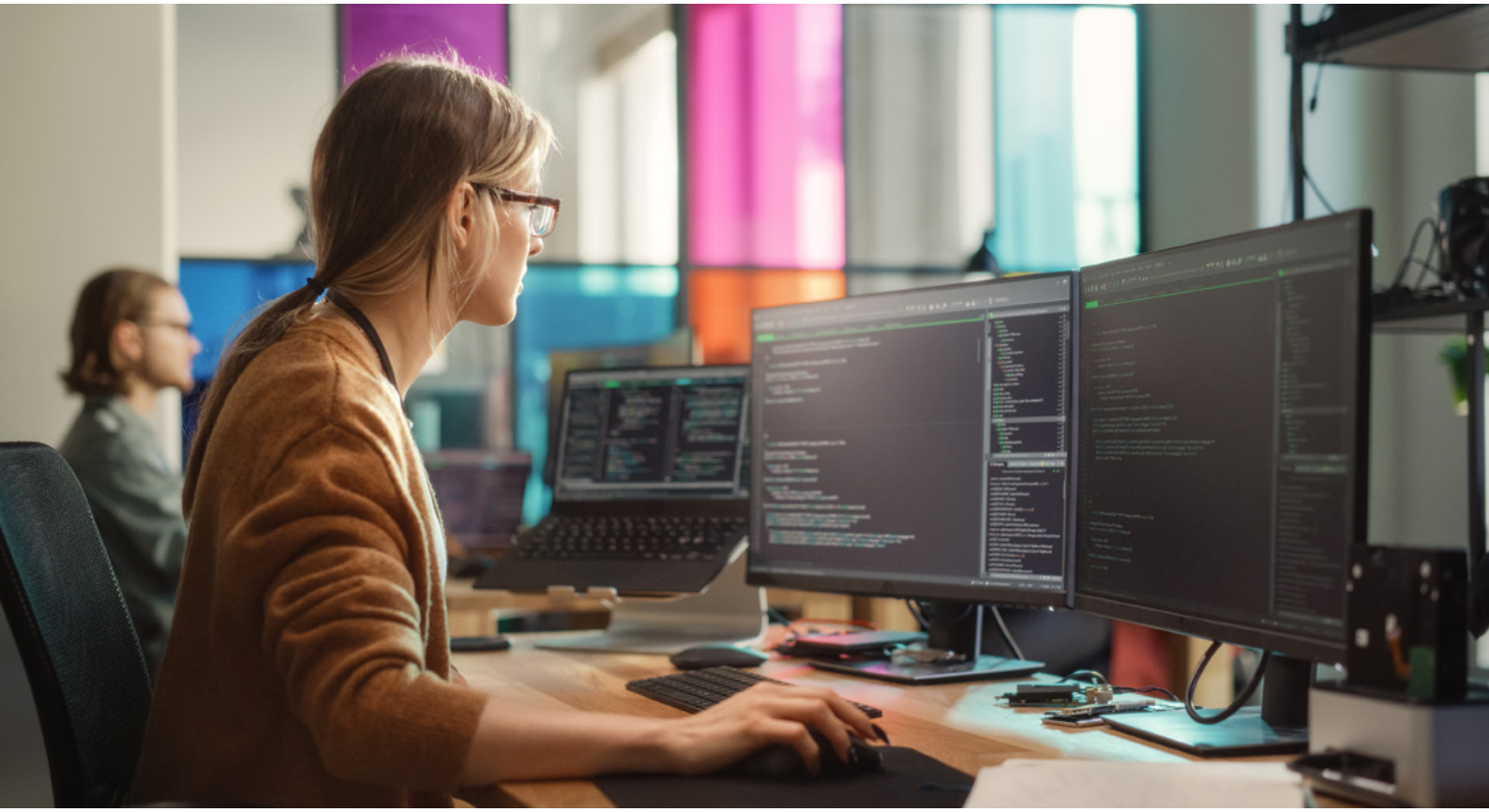
The Graduate Certificate in Cyber Security (HED011) is owned by TAFE Queensland and is accredited by TEQSA.

HIGHER EDUCATION DELIVERY FOR INTERNATIONAL STUDENTS

Higher education providers can only deliver courses to international students if they are registered on the **Australian Government's Commonwealth Register of Institutions and Courses for Overseas Students (CRICOS)**.

TEQSA is responsible for assessing applications for inclusion on CRICOS, and ensures higher education courses delivered to international students are of high quality.

TAFE Queensland is **registered** with CRICOS for this qualification.



COURSE FEES

TUITION FEES

The schedule of fees for this course is listed in the **Higher Education Fee Schedules** every semester. The schedules are located at the bottom of this page and present the unit of study fee per unit.

FEE-HELP

FEE-HELP is a loan from the Australian Government that assists eligible domestic students to pay their unit fees. FEE-HELP can cover all or part of your unit fees. FEE-HELP is available to students who are not studying in a Commonwealth supported place (and are therefore not eligible for HECS-HELP). TAFE Queensland does not have Commonwealth supported places for this course. Full information is available at **studyassist.gov.au**.

TAFE Queensland summarises the critical information you need to know on our **website**. Crucial to continued access to FEE-HELP is your academic progression and what FEE-HELP calls your “completion rate requirement.”

STUDENT SATISFACTION

STUDENT EXPERIENCE SURVEY

The national student experience survey is conducted annually with all undergraduate and postgraduate students enrolled in an Australian higher education institute.

The survey focuses on aspects of the student experience that are linked with student learning and development outcomes and is part of the **Quality Indicators for Learning and Teaching** (QILT).

TAFE Queensland undergraduate student satisfaction with learning experiences in 2024 are summarised below.

- **Quality of entire educational experience - 72.6%**
- **Teaching quality and engagement - 79.0%**
- **Peer engagement - 75.3%**
- **Learning resources - 77.5%**
- **Skills development - 80.5%**
- **Student support and services - 74.3%**

International students reported an 84.6% satisfaction with the quality of their entire educational experience.

The national report for 2024 is available at **https://www.qilt.edu.au/surveys/student-experience-survey-(ses)** (2024 is two years rolling data).

GRADUATE OUTCOMES

GRADUATE OUTCOMES SURVEY 2023

The Graduate Outcomes Survey 2023 is a national study completed by graduates approximately four months after completion of their studies. It provides information on the labour market outcomes and further study activities of graduates. The national report for 2023 is available at **qilt.edu.au/surveys/graduate-outcomes-survey-(gos)**.

RECENT GRADUATE OUTCOMES

The 2021-2023 Undergraduate full-time employment rate for TAFE Queensland was 87.8%.

Across the survey period, TAFE Queensland was placed sixth in Australia for undergraduate full-time employment outcomes among all providers of higher education in Australia.

ENTRY REQUIREMENTS AND ADVANCED STANDING

GENERAL ADMISSIONS INFORMATION

To be eligible for admission to a TAFE Queensland course, you must satisfy entry requirements. These requirements include English language proficiency, unit prerequisites, and for some courses, course-specific entry requirements.

ENTRY REQUIREMENTS / SELECTION FOR ENTRY

Full detail of course entry requirements and criteria is available on our website.

ALL APPLICANTS

To commence the Graduate Certificate in Cyber Security (HED011) course, students should have:

- A relevant qualification at AQF 5 (Diploma) level completed within the last six (6) years and a minimum three years (3) relevant work experience;

OR

- A minimum of Bachelor's Degree completed within the last six (6) years in a relevant discipline;

OR

- A minimum of three years (3) relevant work experience.

A relevant/related qualification means Computer Science, Information Technology, Information Systems, Business Data Analytics, Software Engineering, Cyber Security, or another comparable/equivalent field.

LANGUAGE REQUIREMENTS

English language requirements apply to International applicants and other applicants whose previous study was undertaken in a language other than English. The minimum English language requirements for such applicants for entry to this course are described below and applicants must sit the academic version, not the general version.

English Language Proficiency Standards:

- PTE: Minimum overall score of 58 and a minimum score of 58 in each of the four communicative skills
- IELTS (Academic): 6.5 (no individual band less than 6.0)
- TOEFL: iBT: 79 (19 reading, 20 listening, 20 speaking, 24 writing)
- OET: pass at "B" level in each of four components

Please note that Special Tertiary Admissions Test (STAT) does not satisfy English Language proficiency for this qualification.

Learn more about **TAFE Queensland's English Language Equivalencies** (international students).

Learn more about **TAFE Queensland's English Language Proficiency Standards** (domestic students).

HOW TO APPLY

Applicants are encouraged to apply via our direct application portal at **https://tafeqld.edu.au/courses/apply-and-enrol/how-to-apply**.

A step by step video is available at **https://tafeqld.edu.au/courses/apply-and-enrol/how-to-apply**.

International applicants should contact the TAFE Queensland International team to confirm application requirements. You will need to check your English and academic entry requirements, find out how to apply for a student visa, how you are going to pay for your tuition fees, and how to find an education agent in your country.

TAFE Queensland has selected key **international representatives** to help you apply for this course and provide advice and assistance for your student visa application, which is needed before you can begin studying in Australia.

ARTICULATION

Articulation allows you to be granted credit based on predetermined credit precedents where institutional articulation arrangements exist between TAFE Queensland and other Higher Education providers.

ADVANCED STANDING

Advanced standing is an exemption from specific units of study which is applied to your current course of study and is used based on prior achievements and may be granted through either credit transfer and/or recognition of prior learning.

Credit Transfer

Credit transfer is applied for based on of previously completed relevant studies. It allows you to receive credit for previous formal study, which is considered to be equivalent in content and learning outcomes to your nominated course.

Contact your educator for further information or visit the **student rules** and policies section of the TAFE Queensland website.

Recognition of Prior Learning (RPL)

Recognition of Prior Learning (RPL) is a process that provides you with an opportunity to receive credit for the formal and non-formal learning you have undertaken. The RPL process takes into account all relevant skills, knowledge, and experience that you have.

Talk to your educator for further information or visit **tafeqld.edu.au/courses/ways-you-can-study/recognition-of-prior-learning.html**.

Completion of this course provides direct advanced standing into the Graduate Diploma in Cyber Security, the Master of Cyber Security or the Master of Cyber Security (Advanced).

DISABILITY OR IMPAIRMENT

TAFE Queensland has a regulatory requirement to provide access to student support services and to promote and foster a safe environment on campus and online for its students, staff, and the public.

If you have a disability or impairment that detrimentally affects or is likely to affect your capacity to study, we recommend you speak with one of our AccessAbility Support Officers. To book an appointment with our AccessAbility Support team, please contact us on **1300 308 233** or contact us online at **https://tafeqld.edu.au/contact/enquire**.

COURSE DETAILS

QUALIFICATION CODE	COURSE
HED011	Graduate Certificate of Cyber Security

The Graduate Certificate in Cyber Security (HED011) requires you to complete 40 credit points (CP) of study comprising three (3) core Units of Study (30CP) and a choice of one elective Unit of Study (10CP), from the list below. All units must be satisfactorily completed to be eligible to graduate with this qualification. Part-time students will complete the same study pattern over two (2) semesters based on completing two (2) Units of Study per semester. A full-time study load is considered to be 30CP.

COURSE UNITS	CORE	ELECTIVE	CREDIT POINTS
Year 1 (Semester 1)			
CYB801 - Cyber Security Risk and Incident Management	Core	-	10
CYB802 - Cyber Security Law and Ethics	Core	-	10
CYB803 - Information and Network Security	-	Elective Choice 1	10
CYB804 - Applied Project	Core	-	10
CYB805 - Cyber Security Policy and Governance	-	Elective Choice 2	10

UNIT STUDY GUIDE

Each Unit of Study has a Unit Study Guide which outlines all the requirements for the specific Unit, including assessments, attendance and mandatory requirements and industry projects. It is important you familiarise yourself with these guides as soon as you enrol in your unit and can access the unit on the learning management system (Connect).

DELIVERY MODE

This course is delivered in a combined lecture/tutorial as a session that combined theory and practice. Our lectures and tutorials differ in duration and format to accommodate the differences across the learning outcomes and the delivery location. This course is offered in a mixed mode delivery which means that your learning is led by an educator face to face in a class room but some of your classes/learning may be via video or web conference, or in simulated or real work environment.

*(Study plan above is current as at February 2025 and is subject to change as a result of continuous improvement)

RESOURCES

Each unit of study has its own resource requirements. TAFE Queensland provides many online resources for you, so you don't have to buy lots of textbooks. You will be provided with a recommended reading list and/or required textbooks during orientation or at the start of each unit. The purchase of these resources may incur additional costs, or you may be able to borrow them from the TAFE Queensland library network.

In addition to the above there are specific course requirements including but not limited to the following;

- Computer system loaded with Kali Linux operating system
- Open source penetration testing tools namely nMap, Wireshark, Metasploit, Scapy, John-the-Ripper, and Burp Suite
- Network testbed for security related assessments
- Localhost webserver
- Forensic Toolkits - i.e. Encase and FTK.

PRINTING

If you choose to download and print your lecture notes and readings, you will need to add funds to your Student ID Card. Printing charges and further information are available at the **TAFE Queensland Library Network website**.

SPECIFIC REQUIREMENTS

You are required to have completed the prerequisite units of study for admission into higher-level units of study.

PERSONAL STUDY LOAD

You are provided with details of educator-directed activities and self-directed activities through the Unit Study Guide, which is found in Connect. You need to allocate study and research time outside of class to complete this qualification successfully. Study and research time will vary depending on your skills and knowledge. Do not rely on fellow students to relay information, as this may result in incorrect information being passed on for which the educator is not held responsible. Not all lectures/tutorials are recorded.

If you miss a class, it is your responsibility to catch up.

UNIT OF STUDY DETAILS

The successful achievement of this qualification requires you to complete 40 credit points comprising three core Units of Study (30 cp) and the choice of one elective Unit of Study (10 cp).

CYB801 - Cyber Security Risk and Incident Management

Cyber security incidents are continually increasing in sophistication and prevalence. This unit prepares students for incident detection and response within an organisation and the application of incident management practices to address a variety of cyber security incidents. It also guides students in communicating incident related aspects during cyber security incidents. The practical nature of this unit will ensure students are job-ready and competitive in the industry.

Assessment Example

1	Report	25%
2	Case Study	35%
3	Report and Oral Presentation	40%

CYB802 - Cyber Security Law and Ethics

This unit provides students with advanced practical skills of ethical hacking to penetrate secure systems with the aim to uncover vulnerabilities for defence purposes. This unit particularly focuses on network-enabled services and technologies. Students will learn techniques for evaluating organisational readiness, the security of network configuration and to defend against network-based threats.

Assessment Example

1	Report	25%
2	Report	25%
3	Case study	25%
4	Case study	25%

CYB803 - Information and Network Security

This unit focuses on the effective deployment, utilisation and monitoring of both a wired and wireless network. Students will identify, analyse and design effective cyber security network designs. Students will also learn the intricacies involved in reporting and disseminating innovative and sustainable design solutions.

Assessment Example

1	Test	20%
2	Case Study	40%
3	Simulation	40%

CYB804 - Applied Project Elective 1

This unit offers the opportunity to apply knowledge in either a Technical or Governance context. Students can use a range of hardware and/or software tools to demonstrate comprehension in an organisational setting. This applied learning unit enables students to build on foundational knowledge.

Assessment Example

1	Project	20%
2	Report	40%
3	Presentation	40%

CYB805 - Cyber Security Policy and Governance Elective 2

This unit examines cyber security governance and public policy. Students will explore cyber security jurisdiction, cybercrime, cyberterrorism, the invasion of privacy, law enforcement and legal breaches. An important aspect of the unit is the development of communication skills essential for good cyber security governance in contemporary organisations.

Assessment Example

1	Report	20%
2	Case study	20%
3	Report	20%
4	Final Exam	40%

STUDENT SUPPORT

TAFE Queensland is committed to helping you to reach your goals by providing support and services such as counselling, financial assistance/scholarships, and disability support. Don't be afraid to ask for help; we all need it once in a while.

Visit **tafeqld.edu.au/current-students/student-support-services/index.html** to view our full range of student support services.

LEARNING SUPPORT AND LIBRARY SERVICES

Learning support is available to all TAFE Queensland students. Students may be requested to undertake a literacy and numeracy (LLN) screening process to identify if additional support is recommended. Regardless of the outcome of the LLN screening process, students requiring Learning Support should contact their educator for further information or assistance.

TAFE Queensland has an extensive library network operating throughout Queensland on a resource-sharing basis to meet the needs of students and staff. For more information, visit **tafeqld.edu.au**.

SCIENCE? MATHS? REFERENCING?

You don't have to be top of the class in science, but it is important for your academic progression to have a strong foundation.

You will have access to Studiosity to assist you in your study. Studiosity is on-demand study help for academic literacy skills and core subject support. Immediate help is available from subject specialists with writing, referencing, tertiary level accounting, statistics, economics, and more, and essential foundation knowledge for maths, science, and business studies.

Subject specialists are available online to help you with your questions. As soon as you need it, you can log in and be connected live via online chat.

More information about Studiosity is available at **tafeqld.edu.au/current-students/student-support-services/studiosity.html**.

CONFIDENTIALITY

As an enrolled student of TAFE Queensland, you may be required to undertake work based learning / project work within industry as part of your course. During this process, you may become familiar with information that is confidential to that workplace/place of study (e.g. personal affairs and family background of staff and clients, technical information, trade secrets, knowhow, formulae, processes, ideas, and inventions).

You must not divulge any confidential information that you become aware of during any placement/project. You may be required to sign a confidentiality agreement with a industry partner and undertake placement/project work in accordance with to TAFE Queensland's student rules. Breaches of confidentiality will be considered acts of behavioural misconduct and may result in disciplinary action, including expulsion from the course. Read more about the Student Misconduct rules on our website.

STUDENT RULES

TAFE Queensland Student Rules constitute the formal mechanism for communicating the rules and regulations governing student conduct within TAFE Queensland and cover a range of topics (including but not limited to):

- Personal Conduct and Behaviour
- Sexual Assault and Sexual Harassment
- Enrolment and Fees
- Attendance and Progress of Study
- Assessment, Progression, and Misconduct
- Results and Awards
- Complaints and Feedback

The TAFE Queensland Student Rules are available on our website at **https://tafeqld.edu.au/about-us/policy-and-governance/policies-and-procedures/student-rules-and-policies/index.html**.

SEXUAL HARASSMENT AND SEXUAL ASSAULT

Sexual harassment and other forms of discrimination involving students, faculty, staff or patients damage a learning environment, reputations, and relationships and will not be tolerated in any form.

Students are encouraged to review the sexual harassment information in the learning management system and familiarise themselves with the student misconduct rules for TAFE Queensland.

If you have questions about possible sexual harassment issues, you are encouraged to contact TAFE student support services (07) 3244 5095.

STUDENT REPRESENTATIVE

TAFE Queensland encourages you to represent your peers and bring your experience, values, insight, and interest to the TAFE Queensland committees, boards, and groups that deal with student matters.

Through participation on TAFE Queensland's committees, you have the opportunity to contribute to discussions and decision-making on academic, faculty and student support matters. You will also gain valuable experience in negotiation and teamwork, enhancing your communication and interpersonal skills.

Further information will be posted to Connect when those positions become available.

Your Australian Higher Education Graduate Statement will also reflect your leadership role as a student representative.

ASSESSMENT OVERVIEW

UNIT STUDY GUIDE

A Unit Study Guide will be provided at the commencement of delivery for each unit of study. The Guide outlines the specific assessment requirements, the number of assessments, assessment marks, and the due date of the assessment. You must complete and submit all assessment items by the scheduled date and achieve a satisfactory outcome to obtain a successful result for each unit of study.

ASSESSMENT TASK INSTRUCTIONS

Assessment Task Instructions explain in detail what is required to complete the assessment. It provides the instructions to perform the assessment task, the criteria that will be used to determine your grade, feedback, and the results for that assessment task. You will be provided assessment information for each assessment item for every unit of study. Contact your educator for further information.

Assessment Rubric

A rubric is a scoring tool that explicitly represents the performance expectations for an assignment or piece of work. A rubric divides the assigned work into parts and provides clear descriptions of the characteristics of the work associated with each component at varying levels of mastery.

Rubrics can be used for many assignments: papers, projects, oral presentations, artistic performances, group projects, etc. Rubrics can be used as scoring or grading guides, formative feedback to support and guide ongoing learning efforts, or both.

REASONABLE ADJUSTMENT

Reasonable adjustment may be required for some students with a disability, a medical condition or illness, or specific learning needs. Modification to the learning environment or making changes to the course content and assessment may be necessary to provide students with an equal opportunity to demonstrate their learning outcomes.

If you have a medical condition/illness, disability, or specific learning needs, please contact Student Services or your educator who will determine whether reasonable adjustment will be required and how the adjustments can be applied.

SPECIAL CONSIDERATION

You may be eligible for special consideration if circumstances outside your control have affected or are expected to affect your performance in an assessment task. The circumstance is unforeseen and is outside your control, and is of such severity or significance that a reasonable person would deem the grounds serious rather than frivolous, and can be categorised as serious illness or injury, emotional disturbance, or misadventure. These are often referred to as compassionate and compelling circumstances. Holidays and work schedules are not grounds for seeking special consideration.

ASSESSMENT EXTENSIONS

You should complete/submit assessment items by the due date, unless an extension has been granted. Extensions may be granted in compassionate and compelling circumstances; they are not automatic. Formal requests for extensions should be submitted to a higher education student administration officer using the correct higher education assessment extension form.

SUPPLEMENTARY EXAMINATIONS

Where you are about to complete your course and you have failed an assessment item, you may be offered a supplementary assessment. However, this is is not an automatic entitlement. Supplementary assessments/examinations are unable to be deferred.

ACADEMIC PROGRESSION

If you have a GPA of less than 3.0 at the end of a semester or have failed a unit twice, you will be placed on Academic Probation in the following semester. Your enrolment in that semester will be determined by TAFE Queensland and may include a restriction on the number of units you are allowed to enrol in. You will also be required to attend a meeting with a member of the academic team and enter into a Student Academic Progression Plan, designed to assist you to progress through the course.

ACADEMIC MISCONDUCT – CHEATING, PLAGIARISM, AND COLLUSION

Academic misconduct includes cheating (including supporting others in cheating), plagiarism (using other writers' ideas or words as your own), collusion (working in groups where not approved by the educator), electronic plagiarism (copying directly from the Internet), contract cheating (outsourcing assessment items), and falsifying information.

You are not permitted to:

- directly copy another person's work, word for word, without proper acknowledgement
- use or develop another person's ideas without acknowledging them
- use the work of other students (with or without their permission) and claim it as your own
- hand in a completely duplicated assessment
- allow someone else to submit your work as their own
- use notes or other resources without permission during formal assessment
- pay for a contracted piece of assessment
- have several people write one assessment response or exercise and hand up multiple copies, represented (implicitly or explicitly) as individual work
- obtain and use assessment answers or solutions from an educator without permission.

For further information visit **TAFE Queensland Student Rules**.

This course uses Harvard referencing, Help with referencing and assessments is available from the **TAFE Queensland Library Network**.

ASSESSMENT FEEDBACK

The educator will provide you with feedback on assessments. Assessment feedback should be used to improve your progress towards future assessment activities. It is provided to guide you as to the grade you received for your assessment. Generally, there are no second attempts at assessment items in higher education. For further information, refer to the **TAFE Queensland Student Rules**.

ACADEMIC APPEALS

If you disagree with the outcome of an assessment item or final grade, you should first discuss the matter with your educator. If you remain dissatisfied, you may formally apply for a re-mark or a review of final grade.. Please refer to the process outlined in the **TAFE Queensland Student Rules**. Please note that there are time restrictions for reviewing assessment results and grades.

FINAL GRADE

You will be awarded one of the following formal results, determined on a percentage basis for the unit of study as outlined in the assessment instructions/rubric for each unit of study. A grade of four (4) or above is a passing grade.

CODE	DESCRIPTION
7	High Distinction
6	Distinction
5	Credit
4	Pass
3	Marginal Fail
2	Fail
1	Low Fail
FH	You will be awarded with a 'Fail - Academic Penalty' (FH) if you have engaged in an academic misconduct. Students who fail as a result of Academic Misconduct will be awarded a 0 grade. This grade will be included in the Grade Point Average (GPA) calculation.
WH	You will be awarded a 'Withdrawn' (WH) result as a result of withdrawing from a unit of study after the Census Date but before the Last Date to Withdraw without Academic Penalty. No GPA impact.
LH	You will be awarded with a 'Withdrawn Fail' (LH) and incur an Academic Penalty for Withdrawing after the Last Date to Withdraw from the unit. Low Fail Grade (1) is included in the GPA calculation.

GRADE POINT AVERAGE

The Grade Point Average (GPA) is a simple numerical index which summarises your academic performance in a unit and throughout your enrolment in the course. The GPA is reported on the Australian Higher Education Graduation Statement (AHEGS) in addition to the qualification testamur.

Two values of the GPA are given: the GPA for the semester and the GPA in the course.

$$\text{GPA} = \frac{\text{sum of (credit points of unit X numeric value of grade for that unit) for all units}}{\text{sum of credit points of unit(s) of all resulted units}}$$

The GPA calculation includes all units which are awarded a numerical grade or the result LH (Withdrawn Fail), which is converted to a 1.

The following are not included in the GPA calculation:

- Unfinalised temporary administration codes;
- Non-graded results of SH (Satisfactory) or UH (Unsatisfactory);
- Units successfully completed at another institution
- Recognition of Prior Learning (RPL exemption); and
- Units where the status recorded is Transfer Credit (TH).

USEFUL INDUSTRY LINKS

https://www.austcyber.com/resources/industryroadmap

https://www.austcyber.com/tools-and-resources

https://www.asd.gov.au/cyber-security

https://www.cisc.gov.au/

https://www.cyber.gov.au/

https://www.ncsc.gov.uk/

https://cybercx.com.au/careers/

TAFE Queensland
RTO 0275 | CRICOS 03020E | Institute of Higher Education PRV13003 | TEQSA Course Code: CRS1300167 | CRICOS Course Code: 117456G

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