

Specification of Competency Standards
for the Fashion
Unit of Competency.

Functional Area - Auxiliary Skill

Title	Secure use of information systems
Code	111640L2
Range	This Unit of Competency is applicable to relevant practitioners who are required to use information systems in their daily work. They are required to follow organisational requirements to protect system access credentials, prevent unauthorised access, and properly safeguard the security of system data.
Level	2
Credit	2 <i>(For Reference Only)</i>
Competency	Performance Requirements 1. Knowledge in the subject area Be able to • understand why an individual system user account must be established for each user • understand the responsibilities that users must assume for activities performed under their personal system accounts • understand why login credentials must be kept confidential • identify common user-related causes of unauthorised system access and their consequences • understand organisational rules and guidelines relating to system usage and data protection • understand the established procedures for reporting system security incidents or suspected misuse of systems 2. Application and process Be able to • correctly use the system log-in and log-out functions according to established procedures • apply basic security measures when accessing and using information systems (e.g. safeguarding passwords and not sharing accounts) • maintain the system in a secure state when leaving the workstation or when the system is not in use (e.g. locking the screen or logging out of the account) • during daily system usage, pay attention to and point out obvious or common security risk situations (e.g. unusual login messages or suspicious email attachments) • according to established procedures, report actual or suspected system security incidents through appropriate reporting channels 3. Exhibit professionalism Be able to • take responsibility for actions performed using a personal system account • follow organisational requirements and guidelines relating to the secure use of information systems
Assessment Criteria	The integrated outcome requirements of this UoC are the abilities to accomplish: • Correctly use the system log-in and log-out functions according to established procedures and take basic security measures when the system is not in use to maintain a secure state.

	During the daily use of information systems, follow relevant organisational rules and guidelines, apply basic security measures to safeguard account and data security, and report suspected or actual system security incidents according to established procedures.
Remark	