Stanford College Australia

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**RTO No. 40514 CRICORS No. 037252B**

Student Assessment Tasks

BSBSMB412 Introduce cloud computing into business operations

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# Assessment Information

The assessment tasks for **BSBSMB412 Introduce cloud computing into business operations** are included in this Student Assessment Tasks booklet and outlined in the assessment plan below.

To be assessed as competent for this unit, you must complete all of the assessment tasks satisfactorily.

## Assessment Plan

|  |  |
| --- | --- |
| Assessment Task | Overview |
| 1. Review business needs and cloud computing services | You must determine the computing needs of a case study company and recommend cloud computing options to increase efficiency. |
| 2. Cloud computing introduction | You must plan the introduction of cloud computing to the case study company and then give a training session to colleagues. |

## Assessment Preparation

Please read through this assessment thoroughly before beginning any tasks. Ask your assessor for clarification if you have any questions at all.

When you have read and understood this unit’s assessment tasks, print out the **Student Assessment Agreement.** Fill it out, sign it, and hand it to your assessor, who will countersign it and then keep it on file.

Keep a copy of all of your work, as the work submitted to your assessor will not be returned to you.

## Assessment appeals

If you do not agree with an assessment decision, you can make an assessment appeal as per your RTO’s assessment appeals process.

You have the right to appeal the outcome of assessment decisions if they feel they have been dealt with unfairly or have other appropriate grounds for an appeal.

## Naming electronic documents

It is important that you name the documents that you create for this Assessment Task in a logical manner.

Each should include:

* Course identification code
* Assessment Task number
* Document title (if appropriate)
* Student name
* Date it was created

For example, BSBSMB412 AT1 Cloud Computing Report Joan Smith 20/10/18

## Additional Resources

You will be provided with the following resources before you begin the Assessment Task.

Assessment Task 1

* Cloud Computing Report Template
* Computing Needs Report Template

Assessment Task 2

* Introduction Plan Template

# Assessment Instructions

Each assessment task in this booklet consists of the following:

### Assessment Task Cover Sheet

This must be filled out, signed and submitted together with your assessment responses.

If you are submitting hardcopy, the Cover Sheet should be the first page of each task’s submission.

If you are submitting electronically, print out the cover sheet, fill it out and sign it, then scan this and submit the file.

The Assessment Task Cover Sheet will be returned to you with the outcome of the assessment, which will be satisfactory (S) or unsatisfactory (U). If your work has been assessed as being not satisfactory, your assessor will include written feedback in the Assessment Task Cover Sheet giving reasons why. Your assessor will also discuss this verbally with you and provide advice on re-assessment opportunities as per

your RTO’s re-assessment policy.

Depending on the task, this may include

* resubmitting incorrect answers to questions (such as short answer questions and case studies)
* resubmitting part or all of a project, depending on how the error impacts on the total outcome of the task
* redoing a role play after being provided with appropriate feedback about your performance
* being observed a second (or third time) undertaking any tasks/activities that were not satisfactorily completed the first time, after being provided with appropriate feedback.

### Assessment Task Information

This gives you:

* a summary of the assessment task
* information on the resources to be used
* submission requirements
* re-submission opportunities if required

### Assessment Task Instructions

These give questions to answer or tasks which are to be completed.

Your answers need to be typed up using software as indicated in the Assessment Task Instructions.

Copy and paste each task’s instructions into a new document and use this as the basis for your assessment task submission. Include this document’s header and footer.

If you are submitting electronically, give the document a file name that includes the unit identification number, the task number, your name and the date.

### Checklist

This will be used by your assessor to mark your assessment. Read through this as part of your preparation before beginning the assessment task. It will give you a good idea of what your assessor will be looking for when marking your responses.

# Student Assessment Agreement

Make sure you read through the assessments in this booklet before you fill out and sign the agreement below.

If there is anything that you are unsure of, consult your assessor prior to signing this agreement.

Have you read the assessment requirements for this unit? 🞎 Yes 🞎 No

Do you understand the requirements of the assessments for this unit? 🞎 Yes 🞎 No

Do you agree to the way in which you are being assessed? 🞎 Yes 🞎 No

Do you have any specific needs that should be considered? 🞎 Yes 🞎 No

If so, explain these in the space below.

Do you understand your rights to re-assessment? 🞎 Yes 🞎 No

Do you understand your right to appeal the decisions made in an assessment? 🞎 Yes 🞎 No

|  |  |
| --- | --- |
| Student name |  |
| Student number |  |
| Student signature |  |
| Date |  |
| Assessor name |  |
| Assessor signature |  |
| Date |  |

# Assessment Task 1 Cover Sheet

## Student Declaration

To be filled out and submitted with assessment responses

🞎 I declare that this task is all my own work and I have not cheated or plagiarised the work or colluded with any other student(s).

🞎 I understand that if I If I am found to have plagiarised, cheated or colluded, action will be taken against me according to the process explained to me.

🞎 I have correctly referenced all resources and reference texts throughout these assessment tasks.

|  |  |
| --- | --- |
| Student name |  |
| Student ID number |  |
| Student signature |  |
| Date |  |

## Assessor declaration

🞎 I hereby certify that this student has been assessed by me and that the assessment has been carried out according to the required assessment procedures.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Assessor name |  | | | |
| Assessor signature |  | | | |
| Date |  | | | |
| Assessment outcome | S | NS | DNS | Resubmission Y N |

## Feedback

## Student result response

🞎 My performance in this assessment task has been discussed and explained to me.

🞎 I would like to appeal this assessment decision.

|  |  |
| --- | --- |
| Student signature |  |
| Date |  |

A copy of this page must be supplied to the office and kept in the student’s file with the evidence.

# Assessment Task 1: Review business needs and cloud computing services

## Task summary

For this assessment task, you are required to determine the current and future needs of a case study company by interviewing the company’s owner and writing a report on this. You will then be required to research, and write a report on, cloud computing options that may benefit the business.

This assessment is to be completed in the simulated work environment in the RTO.

## Required

* Access to textbooks/other learning materials
* Computer with Microsoft Office and internet access
* Cloud Computing Report Template
* Computing Needs Report Template

## Timing

Your assessor will advise you of the due date of these submissions.

## Submit

* Email with computing needs report and cloud computing report attached.

## Assessment criteria

For your performance to be deemed satisfactory in this assessment task, you must satisfactorily address all of the assessment criteria. If part of this task is not satisfactorily completed, you will be asked to complete further assessment to demonstrate competence.

## Re-submission opportunities

You will be provided feedback on their performance by the Assessor. The feedback will indicate if you have satisfactorily addressed the requirements of each part of this task.

If any parts of the task are not satisfactorily completed, the assessor will explain why, and provide you written feedback along with guidance on what you must undertake to demonstrate satisfactory performance. Re-assessment attempt(s) will be arranged at a later time and date.

You have the right to appeal the outcome of assessment decisions if you feel that you have been dealt with unfairly or have other appropriate grounds for an appeal.

You are encouraged to consult with the assessor prior to attempting this task if you do not understand any part of this task or if you have any learning issues or needs that may hinder you when attempting any part of the assessment.

# Assessment Task 1 Instructions

Carefully read the following:

Accounting Incorporated is a small business that Sally Tan began ten years ago. It specialises in providing accounting document templates for small and medium businesses. These include invoices, order forms, and accounting spreadsheets.

Sally works with three colleagues on most projects. Each contributes a resource, or several, and then edits or proofreads each other’s documents.

Currently, Accounting Incorporated has created resources for more than 50 businesses, and the list is growing. Sally keeps a copy of each resource on her computer’s hard drive, carefully filed so they are easy to access. Sally distributes these to her colleagues when they need to be written or reviewed as email attachments, and they pass them to each other in the same way when they need assistance.

Sally has found this shuffling of resources to be time consuming and efficient, especially when several people need to be working on one unit at the same time. She feels that they are safe on her hard drive, and she backs them up regularly. But with over 1,000 documents, it is getting unwieldly, and colleagues have suggested to Sally that she look for a cloud-based solution to her filing problems.

You have recently been hired as Accounting Incorporated’s Administration Manager, a position that did not exist previously. One of your first jobs will be to determine whether there is a cloud-based solution to the company’s resources issues.

Complete the following activities:

1. Meet with Sally Tan (your assessor).

The objective of this meeting is for you to find out all that you need to know about the company’s computing needs.

Your assessor will give you the place, date and time of your meeting.

During the meeting, you will be required to do the following:

* Determine the company’s current computing resources
* Identify and discuss the company’s future computing needs
* Determine what improvements need to be made to business operations

Feel free to discuss the company’s future computing needs with Sally, making suggestions and discussing the options. You will be writing a report on this following the meeting, but this exchange gives you the opportunity to discuss some of your ideas with your employer before you begin the report.

During the meeting, you are required to demonstrate effective communication skills including:

* Speaking clearly and concisely
* Using non-verbal communication to assist with understanding
* Asking questions to identify required information
* Responding to questions as required
* Using active listening techniques to confirm understanding

1. Write a computing needs report.

Following the meeting with Sally, you are required to develop a report that documents the company’s current computing resources and what its computing needs will be in the future.

Your report should be between half a page and one-page long.

Your report should include the following:

* Current computing resources
* Current uses of computing resources
* Anticipated future computing needs (over the next three years).
* What changes should be made to how the business operates.

Use the Computing Needs Report Template to guide your work.

1. Write a cloud computing report.

When you have established what Accounting Incorporated’s computing needs are, research cloud computing options to determine whether they could deliver what Accounting Incorporated needs.

Your report should be about three pages long and include the following:

* An explanation of the fundamentals of cloud computing. Sally has a fairly basic level of computer literacy, so ensure that the explanation is aimed at her level.
* The types of services offered that would be useful to Accounting Incorporated.
* Relevant legislation, regulations, standards and codes
* Details of at least three companies that offer services that could be used by Accounting Incorporated.
* The details of three experts (either individuals or companies) that could advise Sally about her company’s move to cloud computing. This should include their name, the address of their website and a summary of what services they provide.
* A summary of the business protocols that would need to be followed when using the services of the specialist advisors you have listed.
* Any other sources of information where Sally could learn about cloud computing.
* A basic cost-benefit analysis of the move to cloud computing. You are also required to describe how you undertook the analysis.
* Identifying any potential risks of moving to cloud computing.
* Potential opportunities and risks associated with introducing cloud computing to Accounting Incorporated.
* Your recommendation of what type of cloud computing service would be appropriate for Sally’s needs.
* Make a business case for using cloud computing in the future.

Use the Cloud Computing Report Template to guide your work.

1. Send an email to Sally (your assessor).

Although Sally’s desk is next to yours, you are required to send the reports that you have written to Sally as email attachments, so she can read (and ponder) them in her own time.

The text of the email should be in grammatically correct English, written in an appropriate (polite, business-like) style.

It should introduce and summarise the contents of the attachments and seek their feedback and approval to move forward with the project.

Attach your computing needs report and cloud computing report to the email.

# Assessment Task 1 Checklist

| Student’s name: | | | | |
| --- | --- | --- | --- | --- |
| Did the student: | | Completed successfully | | Comments |
| Yes | No |
| Review Accounting Incorporated’s current computing resources and use? | |  |  |  |
| Discuss the company’s future computing needs and potential improvements to its business? | |  |  |  |
| During the meeting, demonstrate effective communication skills including:   * Speaking clearly and concisely * Using non-verbal communication to assist with understanding * Asking questions to identify required information * Responding to questions as required * Using active listening techniques to confirm understanding | |  |  |  |
| Collate the information collected at the meeting, and write a summary of the company’s business computing needs? | |  |  |  |
| Research and record the fundamentals of cloud computing, the types of services offered, and the cost of the services? | |  |  |  |
| Suggest specialist advisors that could assist with introducing cloud computing to the company? | |  |  |  |
| Undertake a cost-benefit analysis of introducing cloud computing to Accounting Incorporated? | |  |  |  |
| Identify potential opportunities and risks involved with introducing cloud computing to Accounting Incorporated? | |  |  |  |
| Prepare a business case for implementing cloud computing services to Accounting Incorporated? | |  |  |  |
| Seek approval for implementing cloud computing services to Accounting Incorporated? | |  |  |  |
| Task Outcome: | Satisfactory 🞎 | | | Not Satisfactory 🞎 |
| Assessor signature |  | | | |
| Assessor name |  | | | |
| Date |  | | | |

# Assessment Task 2 Cover Sheet

## Student Declaration

To be filled out and submitted with assessment responses

🞎 I declare that this task is all my own work and I have not cheated or plagiarised the work or colluded with any other student(s).

🞎 I understand that if I If I am found to have plagiarised, cheated or colluded, action will be taken against me according to the process explained to me.

🞎 I have correctly referenced all resources and reference texts throughout these assessment tasks.

|  |  |
| --- | --- |
| Student name |  |
| Student ID number |  |
| Student signature |  |
| Date |  |

## Assessor declaration

🞎 I hereby certify that this student has been assessed by me and that the assessment has been carried out according to the required assessment procedures.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Assessor name |  | | | |
| Assessor signature |  | | | |
| Date |  | | | |
| Assessment outcome | S | NS | DNS | Resubmission Y N |

## Feedback

## Student result response

🞎 My performance in this assessment task has been discussed and explained to me.

🞎 I would like to appeal this assessment decision.

|  |  |
| --- | --- |
| Student signature |  |
| Date |  |

A copy of this page must be supplied to the office and kept in the student’s file with the evidence.

# Assessment Task 2: Cloud computing introduction

## Task summary

Having received approval for the company to move to cloud computing, you are required to write a plan for the introduction of the new technology. You will also be required to create a training presentation and then give that presentation to colleagues.

This assessment is to be completed in the simulated work environment in the RTO.

## Required

* Access to textbooks/other learning materials
* Computer with Microsoft Office and internet access
* Meeting room with a beamer and screen
* Roleplay participants

## Timing

Your assessor will advise you of the due date of these submissions.

## Submit

* Email with cloud computing introduction plan and cloud computing presentation attached

## Assessment criteria

For your performance to be deemed satisfactory in this assessment task, you must satisfactorily address all of the assessment criteria. If part of this task is not satisfactorily completed, you will be asked to complete further assessment to demonstrate competence.

## Re-submission opportunities

You will be provided feedback on their performance by the Assessor. The feedback will indicate if you have satisfactorily addressed the requirements of each part of this task.

If any parts of the task are not satisfactorily completed, the assessor will explain why, and provide you written feedback along with guidance on what you must undertake to demonstrate satisfactory performance. Re-assessment attempt(s) will be arranged at a later time and date.

You have the right to appeal the outcome of assessment decisions if you feel that you have been dealt with unfairly or have other appropriate grounds for an appeal.

You are encouraged to consult with the assessor prior to attempting this task if you do not understand any part of this task or if you have any learning issues or needs that may hinder you when attempting any part of the assessment.

# Assessment Task 2 Instructions

Complete the following activities:

1. Write a cloud computing introduction plan.

Assume that Sally has accepted the cloud computing option that you recommended in your report. You are now required to write a plan for introducing the option into Accounting Incorporated.

Your plan should be about one-page long.

Your plan should include the following:

* A prioritised list of the project’s short-term and longer-term goals
* A budget for introducing your preferred option to the company. Describe how you prepared the budget. Calculate all workers’ (including Sally) time as $50 per hour.
* Outline the steps and activities required to introduce cloud computing into the business.

Save this document as Introduction Plan.

1. Create a cloud computing presentation.

You will be introducing your recommended cloud computing option to Sally’s team, so make sure that you explain everything carefully so that they all understand what is expected of them regardless of their level of computer literacy.

Your presentation should last for about 20 minutes.

Your presentation should be created in PowerPoint or another presentation program that can be viewed by you assessor.

Your presentation should include the following:

* The fundamentals of cloud computing, including key terms and concepts.
* Key features of your cloud computing introduction plan
* Key features of the cloud computing program that you have recommended.
* How to become more efficient at using cloud computing
* Where they can get more information or assistance on using the program.

Ensure that your presentation is as interesting and educational as possible by using images, diagrams or short videos that help explain your points.

1. Send an email to Sally (your assessor).

Although Sally’s desk is next to yours, you are required to send the reports that you have written to Sally as email attachments, so she can read (and ponder) them in her own time and discuss them with her colleagues.

The text of the email should be in grammatically correct English, written in an appropriate (polite, business-like) style.

It should introduce and summarise the contents of the attachments and ask them for the place, date and time of your presentation.

Your assessor and two of you colleagues will be attending your presentation.

Attach your cloud computing introduction plan and cloud computing presentation to the email.

1. Conduct your cloud computing presentation.

Give your presentation to your colleagues at the time given to you by your assessor.

Begin by introducing yourself and the reason for the training session. Tell the participants that they can ask questions during your presentation or wait until you have finished.

Give the presentation, ensuring that all of your points are understood by all of the participants.

During the presentation, you are required to demonstrate effective communication skills including:

* Speaking clearly and concisely
* Using non-verbal communication to assist with understanding
* Asking questions to identify required information
* Responding to questions as required
* Using active listening techniques to confirm understanding

Conclude the presentation by asking the attendees if they have any further questions.

# Assessment Task 2 Checklist

| Student’s name: | | | | |
| --- | --- | --- | --- | --- |
| Did the student: | | Completed successfully | | Comments |
| Yes | No |
| Prioritise the tasks involved with the introduction of cloud computing, including short-term and longer-term goals? | |  |  |  |
| Prepare a budget for the tasks in the Introduction Plan Template? | |  |  |  |
| Communicate and promote key features of the plan to others? | |  |  |  |
| Organise training and coaching to maximise cloud computing in the company? | |  |  |  |
| Encourage and support Sally and the consultants to become more efficient using cloud computing? | |  |  |  |
| During the presentation, demonstrate effective communication skills including:   * Speaking clearly and concisely * Using non-verbal communication to assist with understanding * Asking questions to identify required information * Responding to questions as required * Using active listening techniques to confirm understanding | |  |  |  |
| Task Outcome: | Satisfactory 🞎 | | | Not Satisfactory 🞎 |
| Assessor signature |  | | | |
| Assessor name |  | | | |
| Date |  | | | |